



The Balcarras Trust



Balcarras School

Application Form

Please complete in full. **Incomplete forms and CVs will not be accepted.**

Position applied for					
Date of application					
Where did you see the job advertised?	Balcarras website	ETeach	TES on-line TES Newspaper	Echo/Citizen	Other

Section 1 – Personal details

Title: Dr / Mr / Mrs / Miss / Ms	Forename(s)	Surname
Address	Former names	
	National Insurance number	
	Are you currently eligible for employment in the UK? Yes No If no, please provide details	
Postcode	Date of birth	
Telephone number(s) Home	For teaching posts only Teacher's DfE number Do you have Qualified Teacher status? Yes No	
Work		
Mobile		
Email address		

For office use only

Date received	Number	References sent for	<input type="text" value="1"/>	<input type="text" value="2"/>
Initials <input type="text"/>	Initials <input type="text"/>	Initials <input type="text"/>	Initials <input type="text"/>	

Section 2 – Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training (including INSET) that you have received which you consider to be relevant to the role for which you have applied

COMFIDENTIAL

Section 4 – Employment

Please start with the most recent

Current/most recent employer	Current/most recent employer's address
Current/most recent job title	Date started
Brief description of responsibilities	Date employment ended (if applicable)
Reason for seeking other employment	

Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

CONFIDENTIAL

Section 7 – Interests

Please give details of any interests, hobbies or skills that may be relevant to your application

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Section 8 – Health

The Balcarras Trust is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the school complies with its obligations under the Disability Discrimination Act 1995 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish, please give further details here

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

If offered the position applied for (on the basis of the Job Description provided) are there any arrangements or adjustments that the school would need to make to enable you to carry out the role? Yes No

If yes, please give details here

Please provide details of absence from work over the last two years, indicating number of days and reason for absence

In accordance with the guidance published by the DfE any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you may be required to complete a medical questionnaire the response to which will be assessed by the school's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the school's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

Section 9 – Criminal records

The offer of employment is conditional upon the school receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Criminal Records Bureau.

The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the school's objective assessment procedure.

Have you been convicted by the courts of any criminal offence?* Yes No

Is there any relevant court action pending against you?* Yes No

Have you ever received a caution, reprimand or final warning from the police?* Yes No

***If yes to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.**

Section 10 – Recruitment

It is The Trust's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within The Trust are subject to a probationary period.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of The Trust's recruitment policy is available on our website. Please take the time to read it.

If your application is successful, The Trust will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 11 – References

Please supply the names and contact details of two people who we may contact for references. One of these should be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The school intends to take up references from all shortlisted candidates before interview. If you do not wish it to do so, please indicate clearly in a covering letter.

Referee 1		Referee 2	
Title: Dr / Mr / Mrs / Miss / Ms	Name	Title: Dr / Mr / Mrs / Miss / Ms	Name
Organisation		Organisation	
Address		Address	
Occupation		Occupation	
Email address		Email address	
Telephone number		Telephone number	

Section 12 – Declaration

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the school processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Are you related to or do you maintain a close relationship with an existing employee, Governor or Trustee of The Balcarras Trust? If so, please provide details.

Is there anything else that you wish to declare that may be relevant to your employment at The Balcarras Trust?

Yes

No

If yes, please give details here.

Signature

Date

For office use;

Candidate signature if called to interview;

Date;