



## Employment Application Form-Support Staff

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

### Instructions

Please complete all sections of this form using black ink or type. The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

### Application

Position applied for:	
School applied for:	

### Information for Shortlisting & interviewing

Initials:	
Surname:	

**Current/Most Recent Employment:**

Name, and address of employer:	
Job title: Please enclose a copy of the job description, if possible or provide bullet points detailing the main aspects of the role	
Date appointed to this post:	
Current salary: (please also include the scale point and any additional allowances)	
Reason for leaving	
Notice period	
Date available to begin new job:	

**Full Chronological Employment History**

Please provide a **full history** in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title	Name & address of employer or description of activity	Full or part-time	Dates		Reason for leaving
			From	To	

Please enclose a continuation sheet if necessary.

## Education

### Secondary Education & qualifications

Please provide your education history, starting with the most recent. Also use this section to record any current studies that you are undertaking.

Name of school/college	From	To	Examination passed (i.e. A Level, GCSE), subject and grade

### Further/Higher Education

Please provide details of any further/higher education study. Also use this section to include any current studies that you are undertaking.

Name of FE college, university or awarding body	From	To	Qualifications obtained

## Professional development

Please provide details of any relevant courses/training attended.

Course title	Training provider/awarding body	Start date	End Date

## Professional membership

Please provide details of relevant professional memberships.

Membership name & level	Membership number	Date from	Date to

## Supporting statement

Use this section to provide information to support your application, before completing this section please ensure that you have read the job description and person specification for the post. Include specific examples from your experience and relate them to the requirements of the person specification. Please also include the specific reasons why you are applying for the post.

## Referees

Please provide details of two people to whom reference requests may be made. Please note that in keeping with the requirements of Keeping Children Safe in Education one reference must be from your current/most recent employer. If you have previously worked with children but presently do not the second referee must be your present or most recent Headteacher or equivalent person.

Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with Safer Recruitment Statutory Guidance.

Please note that in line with Keeping Children Safe in Education, we are required to verify the authenticity of all employment references the Trust receives. The verification process will involve a nominated individual contacting the organisation you have listed to verify:

- that the reference received is from an appropriate senior colleague, authorised to provide references
- the email address the reference was sent from is an official email address belonging to the referee

- the individual who provided the reference can verify that they provided the information contained in the reference.

Only verified references will be considered satisfactory.

Please make sure you provide a valid e-mail contact; we are unfortunately unable to accept postal references. If you do not this may delay your application or our recruitment administration.

### First referee

Name:	
Address:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	
Do you consent to this reference being requested prior to interview?	Yes/ No  (Please delete/highlight as appropriate)

### Second referee

Name:	
Address:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	
Do you consent to this reference being requested prior to interview?	Yes/ No  (Please delete/highlight as appropriate)

### Reference declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

All referees and their organisation will be contacted to verify the reference and information provided.

By signing the below, I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

### **Online search-Keeping Children Safe in Education 2022**

*As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.*

Therefore if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

*I understand that an online search will be conducted on my name(s) if I am shortlisted for a role at Pathfinder Schools. I am also aware that the school may want to explore anything they find with me at interview stage.*

Sign:	
Print:	

Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

### About your application

<b>Where did you hear about this vacancy?</b> <b>(Please tell us where you first saw this vacancy advertised eg. Trust website, Teach Northamptonshire, TES)</b>
<b>Previous applications</b> <b>Have you applied for a post with this school or any other school in the Trust previously?</b>
Yes / No (Please delete as appropriate)- If yes please provide details below

### Disability & Accessibility

<p>Pathfinder Schools has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:</p>
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*This section will be separated prior to shortlisting. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.*

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## Personal information & Contact details

Surname	
First name	
Preferred title	
If you prefer to be called by a name other than the one listed above, please specify	
Previous surnames	
National Insurance number	
Current address	
Postcode	
Contact number	
Email address	
Preferred means of contact	

## Declarations

Personal relationships		
All applicants are required to declare personal relationships with individuals associated with the school or Pathfinder Schools.		
Using the table below please list below any personal relationships that exist between you and any of the following members of the Trust community:		
<ul style="list-style-type: none"><li>• Trustees</li><li>• Local governors</li><li>• Staff</li><li>• Pupils</li></ul>		
Name	Relationship	Role within the Trust/Pathfinder School
<b>Eligibility to work in the UK</b>		
Do you have a right to work in the UK?		

Yes / No (Please delete/highlight as appropriate)

Is this subject to a work permit/visa?

Yes / No (Please delete/highlight as appropriate)

### **Disclosure and Barring and Recruitment Checks**

Pathfinder Schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicant's suitability to work with children is an integral part of the selection process.

Pathfinder Schools is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. It is an offence to seek employment in regulated activity if you are on a barred list. For posts in regulated activity, the DBS check will include a barred list check.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

For positions working with pupils aged under 8 we'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the [school's/trust's] privacy notice.

Do you have a DBS certificate?:  Yes  No Date of check:

If you've lived or worked outside of the UK in the last 5 years, the trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?:  Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

If you've lived and/or worked outside of the UK, the [school/trust] must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

**Have you lived outside the UK for more than three months in the past five years?**

Yes / No (Please delete/highlight as appropriate)

If yes, please provide details below. Please specify which countries and the month and year those stays started and ended.

Country	Month & year residence commenced	Month & year residence ended

**Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)**

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled, you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

**Notes**

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with notes section above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	

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## Equality and Diversity Monitoring

Pathfinder Schools wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

This section will be separated from the application form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR)

<b>Ethnicity</b>	<b>Workforce census code</b>	<b>Workforce census descriptor</b>	<b>Please tick</b>
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black-Caribbean	
	BAFR	Black-African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHINE	Chinese	
	REFU	Refused/prefer not to say	
	OOTH	Any other ethnic group	
<b>Sexual orientation</b>		<b>Please tick</b>	
Heterosexual			
Gay			
Lesbian			
Bisexual			
If you prefer to use your own term, please specify			
Prefer not to say			
<b>Gender</b>		<b>Please tick</b>	
Man			
Woman			
Intersex			
Non-binary			

If you prefer to use your own term, please specify	
Prefer not to say	
<b>Religion or belief</b>	<b>Please tick</b>
No religion or belief	
Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
If other religion or belief, please write in:	
Prefer not to say:	
<b>Age</b>	<b>Please tick</b>
16-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/>	
<input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	
<b>Do you consider yourself to have a disability?</b>	
Yes / No /Prefer not to say - Please delete/highlight as appropriate	
Where you have selected yes please complete the section below	
My disability is: (delete/highlight as appropriate)	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	