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**APPLICATION FOR A NON-TEACHING ROLE**

Thank you for your interest in our current vacancy.

Please complete the attached Application and Monitoring Form.

Please remember that any applications received after the closing date will not be considered.

Your completed application form will be assessed and if you are shortlisted for interview we will contact you by email, letter or telephone to invite you for an interview.

Please bring your qualifications and proof of identity with you to your interview, ideally your passport or driving licence. The interview process may include a presentation and/or skills test. For teaching posts you will be asked to demonstrate your teaching skills. Please check the interview arrangements carefully and make sure you understand the selection process.

In certain circumstances we may decide to re-advertise a post before shortlisting for interviews. If this situation arises, we will contact you and explain how to proceed.

It is our policy to inform every applicant of the outcome of their application.

Sometimes we are asked to keep copies of application forms or CVs on file for future consideration. It is our policy not to retain applications for more than 6 months and every applicant will be asked to reapply unless their original application is less than two months old.

Please do not hesitate to contact the HR Team on 01462 413512 if you have any questions about the application form or the application process. We look forward to receiving your application.

HR Team

Bedfordshire Schools Trust





**BEDFORDSHIRE SCHOOLS TRUST**

**NON-TEACHING APPLICATION**

**Application for Employment. Jobs Working With Children (non-Teaching roles)**

We use an application form, rather than asking for CVs for most vacancies. The application form ensures that all applicants present their information in the same standardised format and tell us only what we need to know. For a small number of senior appointments we may request a letter of application rather than ask candidates to complete an application form so please do check the application instructions before submitting your application. Please do not attach a CV, unless asked to do so.

We are committed to the safeguarding and promotion of the welfare of children and expect all staff and volunteers to share this commitment. Please read the information and guidance notes before you complete the form.

\*Required

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| **SECTION A. Job Details** | |
| Job Applied For\* |  |
| Based at (Academy)\* |  |
| National Insurance Number (optional) |  |
| Where did you see this vacancy advertised? |  |

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| **SECTION B. Personal Information** | | | |
| Surname\* |  | Title\* (eg Mr/Mrs/Miss/Dr) |  |
| First Name\* |  | Telephone Number/s\* |  |
| Address\* (including post code) |  | | |
| Email Address\*  This address may be used to contact you during the recruitment process | |  | |

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| **SECTION C. Current or most recent Employment/Voluntary Work** | | | |
| Name and address of school/ organisation\* |  | Date of Appointment\* |  |
| Current Salary/Pay Rate\* |  |
| Length of Notice\* |  |
| Job Held\* |  | | |
| Brief summary of duties and responsibilities\* | | | |
| Are you currently in employment?\*  □Yes □No | If no, please state the date when the last employment ended and the reason: | | |

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| **SECTION D. Educational and Professional/Specialist Qualifications** | | |
| Name and address of school, college or university\* | Qualifications (eg NVQ, GCSE, A level, Degree)\* | Grade/Result received\* |
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| **SECTION E. Training relevant to this post *(use an additional sheet if necessary)*** | | |
| Name of organisation\* | Name of specialist training courses\* | Result received\* |
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| **SECTION F. Employment History *(use an additional sheet if necessary)*** | | | | |
| Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. | | | | |
| Name and address of organisation\* | Employment dates to nearest month\* | | Your role\* | Reason for leaving\* |
| From | To |
|  |  |  |  |  |

**SECTION G. Additional Information *(use an additional sheet if necessary)***

With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills and experience.

**SECTION G. Additional Information *(continued)***

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| **SECTION H. References** | | | |
| Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records. If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.  Where you are not currently working with children or vulnerable adults but have done so in the past, you are required to nominate a referee from the organisation where you were most recently employed to work with children or vulnerable adults as one of your nominated referees. If you are recommended for appointment in these circumstances we will then seek to gain your current employer as a referee.  If you are unable to provide your employer’s details for reference purposes at that time your application will not be pursued further. In the event that you are not currently employed we will require details from your last employer.  The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.  PLEASE NOTE THAT Bedfordshire Schools Trust reserves the right to ask you for permission to contact a referee from any organization you have been associated with. This can be in addition to, or instead of, the names you supply. | | | |
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| **Referee from present or last employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |
|  | | | |
| **Referee from present or previous employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |
|  | | | |
| **Referee from present or previous employer/voluntary organisation** | | | |
| Referee Name\* |  | Job Title\* |  |
| Address\* (including post code) |  | Telephone Number\* |  |
| Email Address\* |  |
| I agree to this reference being taken prior to any interview\* | □Yes □No |

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| **SECTION I. Further Information** | |
| 1. Working for our Trust your role may require you to be based at / work from any of our Academies (or wider Trust Schools) whenever operational demand requires it. Would this present any difficulty to you? \* | □Yes □No |
| 2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.\* | □Yes □No |
| 3. Are you, to your knowledge, related to or have a close relationship with any Director, Governor, member of Bedfordshire Schools Trust staff or Central Bedfordshire Local Authority staff or representatives? \* | □Yes □No |
| 4. Do you hold any other appointment that would continue if you were appointed to this job? \* | □Yes □No |
| 5. Are you subject to a sanction or have you been at any time barred from working with children or vulnerable adults by the DCSF, GTC or been placed on List 99, POVA or PoCA? \* | □Yes □No |
| If you have answered ‘yes’ to questions 1, 2, 3 4 or 5 please give details below: | |
| 6. The post you are applying for is exempt from the ‘Rehabilitation of Offenders Act 1974’. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings / cautions or reprimands. \*  **Do you understand the above and agree to declare this information?** | □Yes □No |

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| **SECTION J. Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct. I understand that any subsequent contract of employment with BEST will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed. If you lobby Directors, Governors or employees of the Trust, either directly or indirectly, in connection with your application you will be disqualified.\*  Signature: Date: |

**Data Protection Act 1998: Assurance of Fair Processing:**

We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.

### Please return your completed application form to the address given in the application pack

**BEDFORDSHIRE SCHOOLS TRUST**

**MONITORING INFORMATION**

The elimination of discrimination, harassment, victimisation and other conduct prohibited under the Equality Act 2010 and the advance of equality of opportunity and fostering good relations are at the heart of every activity of the Bedfordshire Schools Trust. The Trust is committed to equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment and we positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status.

The information you provide on this form will be used to help achieve that commitment. Effective monitoring is an important means of measuring our performance and progress towards our equality and diversity goals. It also allows us to fulfil our legal requirements to collate equality information, required by the public sector equality duty. The collated information will not only help the Trust demonstrate compliance with the law but will also assist in concentrating efforts on achieving a truly inclusive and diverse workforce.

To help us achieve this aim we ask you to complete this monitoring form. We collate equality information on age, disability, race, sex, gender reassignment, sexual orientation, religion or belief, marriage and civil partnership and caring status.

Providing the information below will allow us to monitor our commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect.

\*Required

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| --- | --- |
| Your Full Name\* |  |
| Role Applied For\* |  |
| Date of Application\* |  |

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| **SECTION A. Your Age \*** | | | | | | | | | |
| □ | 16-17 | □ | 18-21 | □ | 22-30 | □ | 31-40 | □ | 41-50 |
| □ | 51-60 | □ | 61-65 | □ | 66-70 | □ | 71+ | □ | Do not wish to declare |

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| **SECTION B. Your Disability \*** | |
| Do you consider yourself to have a disability under the Disability Discrimination Act 1995? | □ Yes □ No □ Do not wish to declare |

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| **SECTION C. Your Ethnic Group \*** | | | | | | | | | |
| □ | Bangladeshi | □ | Chinese | □ | Indian | □ | Pakistani | □ | Any other Asian  background *(specify below if you wish)* |
| □ | White & Asian | □ | White & Black African | □ | White & Black Caribbean | □ | Any other mixed background *(specify below if you wish)* | | |
| □ | British/English/ Welsh/Scottish/ Northern Irish | □ | Gypsy or Irish Traveller | □ | Irish | □ | Any other white background *(specify below if you wish)* | | |
| □ | African | □ | Caribbean | □ | Any other Black/African/ Caribbean background  *(specify below if you wish)* | | | | |
| □ | Arab | □ | Any other Ethnic Group *(specify below if you wish)* | | | | |  |  |
| □ | I do not wish to declare my ethnicity | | | □ | Other *(please specify)* | |  |  |  |

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| **SECTION D. Your Gender \*** | | |
| □ Male | □ Female | □ Do not wish to declare |

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| **SECTION E. Is your present gender the same as the one assigned to you at birth? \*** | | |
| □ Yes | □ No | □ Do not wish to declare |

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| **SECTION F. Your Sexual Orientation \*** | | | | | | | | | |
| □ | Bisexual | □ | Gay/Lesbian | □ | Heterosexual  / Straight | □ | Other *(specify if you wish)* | □ | Do not wish to declare |

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| **SECTION G. Your Religion or Belief \*** | | | | | |
| □ | Buddhist | □ | Muslim | □ | Any other religion or belief  *(specify if you wish)* |
| □ | Christian | □ | No Religion |  |  |
| □ | Hindu | □ | Sikh |  |  |
| □ | Jewish | □ | Do not wish to declare |  |  |

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| **SECTION H. What is your legal Marital or Same-Sex Civil Partnership Status \*** | | | |
| □ | Never Married and never registered in a same- sex civil partnership | □ | Married |
| □ | Separated, but still legally married | □ | Divorced |
| □ | Widowed | □ | In a registered same-sex civil partnership |
| □ | Separated, but still legally in a same-sex civil partnership | □ | Formerly in a same-sex civil partnership which is now legally dissolved |
| □ | Surviving partner from a same-sex civil partnership | □ | Do not wish to declare |

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| **SECTION I. Do you perform the role of a carer \*** | | |
| □ Yes | □ No | □ Do not wish to declare |

### Please return with your completed application form to the address given in the application pack