

ASSOCIATE STAFF APPLICATION FORM

Office use only

Closing date	
Date received	
Short listed	

Please complete all parts in black ink or type

Post Title & Reference	Grade or Level

Personal Details

Title	Full name
Present address	All previous names
	Date of birth:
	Home telephone no.
	Mobile or work telephone no.
National Insurance no.	
E-mail address:	Where did you see this post advertised?

Current Employment

Name and address of current or most recent employer	Job title
	Current salary
	Date employed from:
	Date employed to:
	Date available
Outline of responsibilities	Reason for seeking other employment

Previous Employment

Please continue on a separate sheet(s), if necessary. Please account for any gaps in employment.

Name and address of employer	Job title
	Salary
	Date employed from:
	Date employed to:
Outline of responsibilities	Reason for seeking other employment

Training Please include details of professional or personal development. Please continue on a separate sheet(s), if necessary.

Name of course	Organising body	Brief description of course content	Date

Statement in support of your application

Please use this section to show how your experience and achievements meet the requirements of this post. Please refer closely to the job description and person specification in this section. Include relevant skills and experience that you have obtained through previous employment, work experience, voluntary or community involvement, personal interests or education. Please continue on a separate sheet if necessary if completing the application by hand.

References

Your current or most recent employer must be one of your referees. Safer Recruitment dictates that only one reference can be sought from a previous education establishment and that can only be provided by the Headteacher. The school reserves the right to contact your referees before an offer of employment is made or considered. References **will not** be accepted from relatives, even if they are your employer, or from people writing solely in the capacity of friends.

Full name	Full name
Title	Title
Address	Address
Telephone no.	Telephone no.
Fax no.	Fax no.
Email address	Email address
Have you ever been known by any other names? If yes, please give full details here	

Miscellaneous Information

Are you related to or the partner of any school governor? **Yes / No**
If yes, please give details. Such a disclosure will not disqualify you from consideration. However, the failure to declare such a relationship may disqualify you, or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure.

Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. Please make the following declaration and tick the appropriate box.

"I have read the statement about the council's policy on convictions as detailed in the terms and conditions of the post and:"

I have nothing to declare

I have information to declare and I have attached a sealed envelope containing details

Right to work in the UK

Do you need permission to work in the UK?

Yes

No

Self declaration

The information stated in this application, together with any accompanying papers is, to the best of my knowledge, correct. I understand that a false entry may lead to either an offer of employment being withdrawn or disciplinary action being taken which could result in dismissal.

Signed..... Date.....

(If this form is submitted electronically then it will be printed for the applicant to sign prior to appointment)

Thank you for applying.

Please submit your application to HR@futures.uk.com

Recruitment and Selection Policy Statement

1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Governing Body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required:
 - receipt of at least two satisfactory references*
 - verification of the candidate's identity
 - a satisfactory DBS disclosure if undertaking Regulated Activity.
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. QTS status
 - the production of evidence of the right to work in the UK
 - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

The Governing Body is committed to ensuring that people who have convictions/cautions/reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision the Governing Body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of our Recruitment Procedure is available upon request.



GUIDANCE FOR APPLICANTS

INTRODUCTION

Thank you for your interest in working for Futures Community College. Our recruitment procedure is intended to ensure that we not only appoint the right person to the job on the basis of merit, but that everyone who expresses an interest in working for the school is treated efficiently and courteously. To help achieve this aim the School is committed to giving you reasonable time to apply for a job, treating you with respect and fairness and being open in relation to our recruitment and selection process.

Please read the following sections carefully. They will provide you with information about how we select people for jobs and help you maximise your chances of success.

COMPLETING THE APPLICATION FORM – GENERAL GUIDANCE

Please complete your application form using type if completed electronically or BLACK or DARK BLUE ink if handwritten.

The application form must be completed in full. If any section does not apply to you, please write N/A in the space provided.

A Curriculum Vitae (CV) can be enclosed as a supporting document, but not as a replacement for any part of the application form. Therefore, you should read and complete each section of the form. You may consider doing a rough draft before completing it.

The Application Form is your opportunity to show us that we should interview you. We will have provided you with a job description, which lists the main tasks of the job, and a person specification, which lists the qualities we are looking for in the applicants and you should use these documents as a guide in completing the Application Form. If you do not show us how you meet the requirements, you will not be invited to interview. However, it is important that you only provide information that is relevant to the post you are applying for.

You may include information about voluntary activities and/or employment that is relevant to the post you are applying for.

If there is insufficient space in any section of the application form, you may continue on a separate sheet(s) if necessary.

GUIDANCE FOR COMPLETING THE APPLICATION FORM

SECTION A – PERSONAL DETAILS

Please complete the personal details section in full. If any box is not applicable, (e.g. home email address) write N/A in the appropriate box.

SECTION B – CURRENT OR MOST RECENT EMPLOYMENT

Please provide details of the duties and responsibilities held particularly those that you consider most relevant to the post you are applying for.

Please provide details on a separate sheet of any employment that you intend to continue, even if you are successful in this application. The School is required to comply with the Working Time Regulations and must also ensure that additional employment undertaken does not conflict with our Employee Code of Conduct.

SECTION C – PREVIOUS EMPLOYMENT

This section must be completed in date order, beginning with the most recent first.

Please list all the employers you have worked for, continuing on a separate sheet if necessary.

Any breaks in employment should be explained.

SECTION D – EDUCATION AND TRAINING

List all the qualifications you possess, including dates and grades achieved. You may also list training courses that you have attended.

List all professional, craft or similar bodies with which you have membership.

If invited to interview, you may be asked to bring your original certificates or other supporting evidence with you.

SECTION E – DETAILS IN SUPPORT OF YOUR APPLICATION

This section is your opportunity to explain how your experience and achievements meet the requirements of the post. It is important that you use the job description and person specification as your guide. Give examples where possible and include experience gained outside work where this is relevant.

SECTION F – REFERENCES

Please provide the names and addresses of two people who we may approach for a reference if you are selected for interview.

One of your references must be from your current or most recent employer. For existing Headteachers, the other reference should be from your LA or Chair of the Academy Trust Board.

We reserve the right to contact any of your previous employers for a reference. However, we will contact you before approaching anyone that you have not listed as a referee.

The School must receive references that are satisfactory to the School before any offer of employment can be made.

SECTION G – MISCELLANEOUS INFORMATION

It is essential that all parts of Section G of the Application Form are completed and the declaration is signed and dated.

Please take note of the need to declare any relationships and provide accurate information as described in Section G of the Application Form. Further guidance is contained in the Information to Applicants.

INFORMATION FOR APPLICANTS

EQUAL OPPORTUNITIES

The School's Equal Opportunities Policy applies to the employment of all staff and fully supports the principle of equal opportunities in employment and firmly opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, those with dangerous transmittable diseases (e.g. Hepatitis & HIV), ethnic or national origin, gender, marital status, sexuality, age, disability, trade union membership, religious belief, and offending background.

The School's equal opportunities policy requires that the recruitment process must lead to the employment of the most suitable individual for the job, taking into account only experience, skills, abilities and qualifications.

To assist us in monitoring the effectiveness of our equal opportunities policy your information pack includes a Monitoring Form. The Form is used for monitoring purposes only and plays no part in the selection process. The Monitoring Form is separated from the Application Form upon receipt. We hope that you will complete and return it with your Application Form.

REHABILITATION OF OFFENDERS ACT 1974

All applicants are required to declare any unspent convictions under the Rehabilitation of Offenders Act 1974 as amended. However, all posts require applicants to obtain a Disclosure from the Criminal Records Bureau (CRB).

The School complies fully with the CRB Code of Practice and a copy of this is available on request.

ASYLUM AND IMMIGRATION ACT 1996

The Asylum and Immigration Act 1996 requires the Council to ensure that it does not employ people who are not entitled to live or work in the UK. Therefore, you will be asked to provide two of the following documents during the appointment process.

- A document showing your National Insurance Number (e.g. a P45, P60, payslip, a National Insurance card).
- A passport confirming British or EU citizenship, or which shows the entitlement to live and work in the UK.
- A birth certificate.
- A letter from the Home Office confirming that you are allowed to work in the UK.
- We will advise you of the stage of the recruitment process that you will need to provide such documents.

The School must receive references that are satisfactory to us before any offer of employment can be made. One reference must be from your current or most recent employer, where applicable.

The School is required to ensure that all appointments are on the basis of merit, and that there is no conflict of interest between its governors and employees. Therefore, you are required to declare in writing whether you are related in any of the ways described below, to any current governor or employee of the School, or to the partner of such a person. The declaration of any such relationship will not disqualify you from consideration. However, to ensure that the School's recruitment decisions are seen to be fair and on merit, the appointment of an applicant with such a relationship(s) must be authorised by the Chair of Governors and Headteacher.

The relationships that must be declared are:

- Parent (incl. In-laws)
- Grandparent
- Partner (whether married or not)
- Child
- Stepchild
- Adopted child
- Grandchild
- Brother (incl. In-laws)
- Sister (incl. In-laws)
- Uncle
- Aunt
- Nephew
- Niece
- Dependant

A failure to disclose any such relationship or directly, or indirectly seeking the support of any governor or employee for any appointment with the School, will be investigated. Candidates should be aware that this may lead to disqualification or may be dealt with under the appropriate procedure which may include the Disciplinary Procedure.

Any candidate who is unsure whether or not a relationship should be declared (or where the relationship is one not listed above) is advised to contact the School.

SHORTLISTING

Applicants will be shortlisted on the basis of the information they provide via the Application Form and supporting documents.

INTERVIEWING

In order to ensure fairness, selection will involve an interview with a panel, one of whom will have successfully completed Safer Recruitment training.

In addition to an interview, there will be other tasks as part of the assessment and selection procedure; you will be given details if you are shortlisted and the necessary facilities made available.

MEDICAL CLEARANCE

Any appointment will be subject to medical clearance. In order to progress your application, you will be asked to complete a medical questionnaire and return it under confidential cover to the School's medical advisor. In some circumstances the candidate may then be required to undergo a medical examination.

EXPENSES

Reasonable expenses incurred in connection with attending an interview will be reimbursed on the basis of rates adopted by the School unless the post offered is refused. A claim form will be provided for your use.

DATA PROTECTION ACT

The School fully supports and adheres to the principles detailed in the Data Protection Act 1998. Please note that the information you give us in connection with your application may be processed by a computer or manually, but in any event, will only be used for recruitment and selection purposes. Should you become employed by the School, some of the information may be put onto manual and computerised staff records.

NATIONAL FRAUD INITIATIVE

The School is under a duty to protect the public funds that it administers and to this end may use the information you have provided for the prevention and detection of fraud. The School may also share this information with other bodies administering public funds solely for these purposes.

Thank you for taking the time to read these guidance notes. We look forward to receiving your application.

EQUAL OPPORTUNITIES MONITORING FORM

Please see the form below. The provision of the information contained on this form is entirely voluntary and will in no way affect your application. It is collected to help the School ensure that its recruitment arrangements are fair and to monitor the effectiveness of our Equal Opportunities Policy. The information that you provide will be treated in the utmost confidence and will only be used for statistical purposes.

The information provided by the successful applicant will become part of their personal record as an employee of the School and will be entered on the School's database. Information might be provided to the Local Authority or other public bodies, such as the DfE, but only in the form of overall statistics and will not contain information that can be traced to named individuals.

EQUAL OPPORTUNITY MONITORING FORM

Post Applied for

Full Name

Gender

Male

Female

Ethnic Information

The School has adopted the ethnic codes recommended by the Equalities Commission and used in the Census. To which of these do you belong? (Please tick one box)

A White

- British
- English
- Scottish
- Welsh
- Other, please write below

Irish

Any other White, please write below

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed, please write below

C Asian, Asian British, Asian English, Asian Scottish, Asian Welsh

- Indian
- Pakistani
- Bangladeshi
- Any other Asian, please write below

D Black, Black British, Black English, Black Scottish, Black Welsh

- Caribbean
- African
- Any other Black, please write below

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group

- Chinese
- Any other, please write below

Disability Discrimination Act (1995)

Do you describe yourself as having a disability in accordance with the Disability Discrimination Act? (See guidance notes below)

Yes

No

Notes

Under the Disability Discrimination Act 1995, a person is disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.

- A substantial adverse effect is something which is more than a minor or trivial effect
- A long term effect of an impairment is one:
 - which has lasted at least twelve months; or
 - where the total period for which it lasts is likely to be at least twelve months; or
 - which is likely to last for the rest of the life of the person affected.

In addition, two further categories of person are considered disabled for the purposes of the Act. First, a person who has had a disability within the meaning of the Act but has since recovered. Second, a person who was registered disabled under the Disabled persons (Employment) Act 1944 on 12 January, 1995 and at 2 December, 1996.

Those specifically excluded from the Act include:

- Addiction or dependency on alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed).
- Seasonal allergic rhinitis (e.g. Hay Fever), except where it aggravates the effect of another condition
- A visual impairment which is or can be corrected by wearing contact lenses or glasses

Recruitment Monitoring

How did you become aware of this vacancy? It would be helpful to the School if you could indicate how you became aware of this vacancy by ticking the appropriate box:

Internal vacancy

TES

Specialist magazine

Jobsinschools

Local newspaper

Job centre

Other (please specify)

Please return the Equal Opportunities Form with your Application Form to HR@futures.uk.com.