# **Application Form Questions**

# Personal Information

**Name**

**NI Number**

**Date of Birth**

**Permission to Keep Data**

**Address**

**Contact Number**

**Contact Email**

# Sensitive Information

**Ethnicity**

**Religion**

**Marital Status**

**Sexual Orientation**

**Disability**

**Gender**

**Reasonable Adjustments**

**SPECIFIC INFORMATION RELATING TO THE ROLE APPLIED FOR**

**Which role have you applied for?**

**\*Please ensure all sections of the application form including qualifications and employment history are fully completed. This will allow us to fairly screen and assess your application against the Job description and person specification.**

**\*If you have been known by any other name please state**

**\*You may be contacted by phone and email regarding your application?**

**\*Are you an external or internal candidate?**

**\*Where did you see this vacancy advertised?**

**\*If local job board please state**

**\*If other job website please state**

**\*If other recruitment source please state**

**\*If refer a friend please state their name and academy.**

**\*If yes please give details**

**\*Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency?**

**If yes please specify?**

**\*Please confirm you have provided full qualification history including: Academic, professional, secondary/further, other courses/CPD eg in service training**

**\*\* Are there any periods of time when you have not been employed or in full time education, since leaving secondary education and commencing employment?**

**\*Please explain any gaps in employment or in full time education, since leaving secondary education and commencing employment?**

**\*Online Checks If you are shortlisted for the position you are applying for, Aldridge Education will undertake online searches (including social media) in accordance with KCSIE 2024. These searches will be in addition to the usual recruitment checks and not instead of. Aldridge Education will act in accordance with its data protection and equal opportunities obligations.**

**RIGHT TO WORK**

**\*Are you eligible to work in the UK?**

**\*Do you require a work permit in the UK?**

**\*Do you require sponsorship to take up this position?**

**\*Please provide details of the visa/permit required in the UK?**

**Under the Immigration, Asylum and Nationality Act 2006, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.**

**LIVING OR WORKING ABROAD**

**\*Have you ever lived or worked abroad?**

**\*If you ticked yes you have lived or worked abroad please provide the dates?**

**\*Please check the interview date (where provided) and confirm you are able to attend**

**\*Please note that the successful candidate will be required to complete a medical questionnaire and may be asked to attend for a medical examination.**

**Aldridge Education is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment. Where the role for which you are applying involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. A copy of Aldridge Education’s Child Protection policy is available on our website at www.aldridgeeducation.org**

**\*Have you ever been dismissed from employment for a reason other than redundancy?**

**\*Have you ever been suspended or subject to informal or formal disciplinary action in any employment?**

**\* Prohibition Checks Following successful interview, Aldridge Education will carry out the necessary prohibition checks for all teaching staff, as well as for all candidates appointed within a classroom-based job role, irrespective of whether the role permits for unsupervised “teaching work” as defined by The Teachers’ Disciplinary (England) Regulations 2012. This check will provide verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency in the past.**

**\* Childcare Disqualification Requirements In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All shortlisted candidates whose role would involve being responsible for the provision or management of such childcare (including teaching) shall be required to declare that they are not disqualified from undertaking such work. A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted.**

**In summary, a person may be disqualified from working in a school setting through:**

**• Inclusion on the Children’s Barred List; • Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;**

 **• Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);**

 **• Having registration refused or cancelled in relation to childcare or children’s homes or being disqualified from private fostering.**

**Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for. Should you need to, you can find out more about disqualification in the Department for Education’s guidance: https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006**

**\* Data Protection Act 2018 and GDPR. Aldridge Education processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws. Further details can be found on our website. I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal. I authorise Aldridge Education to check the information supplied and hold all such information in both paper and electronic formats.**

**REFERENCES**

**\*Reference check reminder: In line with our safer recruitment policy and KSCIE 2024 (Keeping Children Safe in Education), we cannot accept personal email addresses for referees nor can we accept two references from the same employer. In all cases two professional references are required and one should be from your current or most recent employer. Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set.**

**\*If you have not been able to supply a reference from your current employee please state why**

**\*I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees, once an interview for employment has been confirmed and without further reference to you. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.**

**\*If your application or interview is unsuccessful for the above vacancy, we may retain your application in out Trust`s Talent Pool for 6 months for any future vacancies. Please tick here if you DO NOT wish for your application to be retained.**

**OTHER RELATED QUESTIONS**

**\*Are you related to, or the partner of, or have a close personal relationship with any member, employee, student or Governor of Aldridge Education?**

**\*If you are related to a member of the Trust please state name, department and relationship to you?**

**\*I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK. I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.**

**\*I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education 2024.**

**Disability the Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.**

**\*Letter of Application**