

**APPLYING FOR A JOB WITH
COMMUNITY ACADEMY TRUST (CAT)
(Please keep this for your information)**

Thank you for your interest in working for CAT. **Please read the notes below before completing the attached application form.**

We want to try and make sure that everyone applying for a job with CAT has a fair chance. Completing an application form is the first stage in the recruitment process which may lead to an interview and the possible offer of a job.

- It is important that you complete all sections of the application form as clearly and fully as possible.
- Please ensure you have given your name and address accurately so that we are able to contact you.
- We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
- We do not ask for many personal details for use in the selection process. This is because we do not take into account such things as gender, race and marital status.
- Please do not forget to sign the form.
- We ask everyone to complete an application form so please do not send a C.V.

Remember we can only decide whom we should interview based on what is written on your application form. If you do not have enough space on the application form you can attach additional sheets. If you use additional sheets please put your name and the post title at the top of each page.

Jobs working with Children and/or Vulnerable Adults

As this post involves substantial opportunity for access to children and/or vulnerable adults, your application will be subject to rigorous pre-employment checks. This is in order to ensure the safety of these groups. These checks will include a check by the DBS on Police records for **all** criminal convictions, cautions and any impending cases. If you are successful for interview references will be sought without your permission.

Data Protection Act

The information or data which you have supplied on the application form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by CAT for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records.

By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

Equal Opportunities

The CAT has an Equal Opportunity Charter, which is attached to this application form. Please read it carefully. So that we can measure the effectiveness of this policy, we need to collect information about our job applicants.

When your application is received the Monitoring Form will be removed before the application goes to the manager involved in shortlisting for interviews. Those involved in shortlisting and interview will not know what information is on the Monitoring Form.

Job Share

If the post for which you are applying is available for job sharing, and you wish to be considered for this scheme please complete the relevant box in Section 1 of the application form.

The Recruitment Process - What will happen next?

Due to the high number of applications received by the CAT regrettably we cannot reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful. We are sorry that this means we are treating you less courteously than we would wish

As an applicant for employment with CAT you can expect to be dealt with courteously, efficiently and fairly. If, at any stage of the recruitment process, you are unhappy about the way you are treated, or if you have any suggestions as to how we can do better, please contact Personnel Services.

If you require any help or have any questions about our recruitment process please do not hesitate to contact the Recruitment & Retention Team on 01952 386400

Whatever the outcome of your application, thank you for the interest you have shown in working for CAT

ESSENTIAL Additional Information for posts which involve working with Children or Vulnerable Groups. (Please keep this for your information)

The post for which you are applying will involve working with children or other vulnerable groups. In order to ensure the safety of these groups, your application will be subject to rigorous pre-employment checks.

Please read this information carefully.

1. The references you have offered will be taken up prior to interview without seeking further permission from you. We also reserve the right to contact any other previous employer for a reference.
2. We will also take into consideration relevant information received from **any** source. This may include information held by this authority, for example in Social Care or Education, and information received from other external authorities or bodies.
3. You will be required to provide proof of any educational qualifications or memberships of professional bodies that are stated in your application form.
4. You will be asked to submit original proof of identification and eligibility to work in the UK (photocopies are not acceptable), such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details.
5. You will have to complete a medical questionnaire and may be required to meet with our occupational health physician if required.
6. You will be subject to a probationary period of **six months**. Failure to successfully complete a probationary period may lead to a further probationary period or dismissal.

7. Criminal Record Checks

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986 and the Criminal Justice and Court Services Act 2000. If this post involves working with children it is also covered by the Protection of Children Act 1999.

A caution or conviction will not necessarily debar you from applying for the post. We will consider any previous offences in accordance with our Equal Opportunities policy. There are, however, certain offences which will debar you from working with children under the regulations made under the Protection of Children's Act 1999, including Schedule 1 offences such as sexual and violent offences. If you require a confidential discussion concerning previous offences before applying for a post you can contact the Telford and Wrekin Safeguarding Advisor on 01952 383568.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Prior to any offer of employment being made you will be required to complete a **Disclosure Application Form**. On this form you will need to declare **ALL CAUTIONS, BIND OVER ORDERS & CONVICTIONS**. This includes offences which are considered spent for other purposes or that you may believe have been removed from your record.

All information given will be treated as strictly confidential and will be stored securely.

Once completed this disclosure form will be sent to the Disclosure and Barring Service (DBS). The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform you of the result of their search and they will also send a copy of the result to CAT. This information will enable the CAT to make its decision on possible employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

If you require further information you can contact the DBS direct on **0870 90 90 844** or visit their web site www.homeoffice.gov.uk/dbs.

8. If you do take up employment it is necessary for you to inform CAT of any cautions, bind overs or convictions you sustain during the subsequent course of your employment. **Failure to do so will lead to dismissal.**

IMPORTANT

WE WILL REPORT ALL PERSONS TO THE RELEVANT AUTHORITIES WHO ATTEMPT TO OBTAIN EMPLOYMENT WHILST THEY ARE DISQUALIFIED FROM WORKING WITH CHILDREN.

4a PRESENT/MOST RECENT POST

Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
Salary/Allowances	Number on Roll	

4b. PREVIOUS POSTS

Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
Salary/Allowances	Number on Roll	

Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
Salary/Allowances	Number on Roll	

Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
Salary/Allowances	Number on Roll	

Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
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Name and address of employer		
Position held		
Dates held	From month/year	To month/year
Reason for leaving (if applicable)		
Salary/Allowances	Number on Roll	

Please continue on an additional sheet if necessary

5 REFERENCES

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your current or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you. We reserve the right to approach your current and any previous employer.

1 Name: Address: Tel. No: Email: Occupation:	2 Name: Address: Tel. No: Email: Occupation:
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May these references be taken without further authority from you?

1 YES /NO

2 YES /NO

6 SUPPORTING STATEMENT

Please provide on a separate sheet any further information which you feel will be useful in support of your application, including a description of the duties and responsibilities of your current or most recent post, and an organisation chart showing your post in relation to others. Include any other experience which you feel is relevant to your application. Take as a guide in completion of this section the contents of the job description and person specification of the post for which you have applied.

For teaching posts please include details of your induction / probation, if appropriate, and if newly qualified, details of your teaching practice if you have not previously covered this. Please ensure you include details of the number of pupils on roll at schools where you have taught, together with the age range of pupils you have taught.

7 PERSONS WITH A DISABILITY

The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities". Under this definition do you consider yourself to have a disability?

If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form.

8 OTHER

Are you, to your knowledge, related to any Telford & Wrekin Council employee or Councillor, or, if applying for a post within a school, are you related to a member of that School Governing Body?

Please state YES /NO

If yes, please give details:

Name:	Relationship:
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Criminal Convictions

Please read the attached additional information carefully.

Have you ever been convicted of any offence by any Court (including a Court Martial), or received a formal Police Caution?

Please state YES /NO

Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces?

Please state YES /NO

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the post for which you have applied.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Please state YES /NO

9 YOUR SIGNATURE

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. I also confirm that I have read the information sheet at the front of this application form.

Signature of applicant:	Date:
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EQUAL OPPORTUNITIES CHARTER

CAT recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. The CAT is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. CAT recognises its obligations under various pieces of legislation relating to equality of opportunity.

CAT's Employment Equality Promise

CAT gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, gender re-assignment, care of dependants, age, disability, religious or political beliefs, pregnancy or maternity or unrelated criminal conviction. The CAT will therefore:-

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies.
- Ensure that the CAT's existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
- Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
- Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY PLEASE COMPLETE THE FORM OVERLEAF

MONITORING FORM

In order to measure the effectiveness of The CAT's Employment Equality Charter, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes. This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don't want to.

Please complete in **BLOCK CAPITALS**

Post Title:.....**Job Reference:**.....

Full names (including name and surname(family name):**Mr/Mrs/Miss/Ms/Dr/Other**.....

.....

What is your date of birth? __ / __ /____ **What is your gender?** Male Female

Do you have any long-standing illness or disability that limits your daily activity?

Yes No Rather not say

Are you caring for someone who has a long-standing illness or disability that limits their daily activities?

Yes No Rather not say

Do you belong to any particular religion or hold particular beliefs?

Christian Hindu Muslim Sikh Other (please state) No religion

Rather not say

What is your ethnicity (please tick ✓)?

White		Mixed/multiple ethnic groups		Asian/Asian British		Black/African/Caribbean/Black British		Other ethnic group	
English/Welsh/Scottish/Northern Irish/British		White and Black Caribbean		Indian		African, please write country of origin		Arab, please write country of origin	
Irish		White and Black African		Pakistani		Caribbean		Chinese	
Gypsy or Traveller		White and Asian		Bangladeshi		Any other Black/African/Caribbean/Black British background, please write in		Any other ethnic group, please write in	
Polish		Any other mixed/multiple ethnic background, please write in		Any other Asian background, please write in					
Any other white background, please write in									

What is your sexual orientation? Straight/heterosexual Lesbian/Gay Bi-sexual Rather not say

Would you describe yourself as trans-gender? Yes No Rather not say

Are you an agency worker? Yes No

Are you currently employed by CAT? Yes No

If YES please enter your employee number.....

How did you find out about this vacancy?.....