



London E17 3PY

www.forest.org.uk

Tel: 020 8509 6526

Fax: 020 8520 3656

CONFIDENTIAL APPLICATION FORM

Please complete this form accurately, detailing your skills and experience relating to the job description. Short-listing will be based on the information provided on this form only. CV's alone will not be accepted and will not form part of the selection process.

Position Applied For:

PERSONAL DETAILS

Title:

Surname:

Preferred First Name:

First Names:

Previous Name(s):

National Insurance No:

Full Postal Address (including postcode):

Home Telephone No:

Mobile Telephone No:

Email Address:

What is your current notice period?

EDUCATION AND QUALIFICATIONS

Please list below all the establishments you have attended and any qualifications you have gained there. If appointed you will be required to provide the certificates that you claim to hold; any wilful falsification may result in dismissal.

Dates From (include Month and year)	To	School/College/University	Qualification Achieved	Grade Awarded

EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates), starting with your current/most recent employer first, of all employment, self-employment and any periods of unemployment since leaving secondary education. You must provide, where appropriate, explanations for any period not in employment, self-employment or further education/training and in each case reasons for leaving employment. Please continue on a separate sheet, if necessary.

Dates From (include Month and year)	To	Name and full address of employer	Position held	Reason for leaving From

If there are any gaps in your employment or education history please explain them here:

Dates From (include Month and year)	To	Reason for gap

TRAINING UNDERTAKEN (Please list courses that are relevant to this position)

Training Course	Organising Body	Dates (include Month and year)

EXISTING CONTACTS WITHIN THE SCHOOL

Name and Position in School	Relationship to you (e.g. friend, neighbour, sister etc.).

COMPUTER/SOFTWARE EXPERIENCE

.....

.....

LEISURE/NON-WORK ACTIVITIES, SPORTING INTERESTS & HOBBIES

Outline interest and indicate how these may be of benefit to the co-curricular life of Forest School

.....

.....

OUTDOOR ACTIVITIES e.g. Duke of Edinburgh's Award, Combined Cadet Force etc.

Outline any experience of or interest in the above, particularly within a School environment

.....

.....

ADDITIONAL QUESTIONS (SLC)

When would you be available to start work?

Are you willing to work unsociable hours including weekends? YES / NO

Can you provide your own transport to and from work? YES / NO

Do you have any current employment which you intend to keep if you were successful in this application for employment? YES / NO

If yes, please state each job and the number of hours worked for each job:

Job	Hours

PERSONAL STATEMENT

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the job description and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for this post
- Key responsibilities and achievements in your present or most recent job which are relevant to this application
- Details of any relevant interests or activities

[illegible]



REFEREES

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer or in the case of university graduates, your tutor. References will not be accepted from relatives or persons who only know you as a friend.

Your referees will be contacted at the point that you are short listed for interview, if you would rather this did not happen at this stage please tick here: ☐

1. Name: _____ Position: _____

Name of Organisation: _____

In what capacity do you know the referee? _____

Address: _____

Telephone No: _____

E-mail: _____

May we contact this referee prior to interview? YES / NO

2. Name: _____ Position: _____

Name of Organisation: _____

In what capacity do you know the referee? _____

Address: _____

Telephone No: _____

E-mail: _____

May we contact this referee prior to interview? YES / NO

PERSONAL DECLARATIONS

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).	YES	NO
Is there any relevant court action pending against you?	YES	NO
Have you ever been referred to, barred, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?	YES	NO
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	YES	NO
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	YES	NO
If you have answered ' YES ' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked ' Confidential ' for the attention of HR, Forest School, College Place, London, E17 3PY.		

Do you require a permit to work in the UK?

YES / NO

If yes, do you have a current permit to work?

YES / NO

If you require a permit to work in the UK and you are invited to attend interview, please bring the original permit and your passport with you.

Data Protection Statement:

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The School will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. If unsuccessful, this information will be retained and confidentially destroyed after 1 year. The information may be used to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website (<https://www.forest.org.uk/data-privacy/>)

To be signed by applicant:

I confirm that the above information is complete and correct and that any untrue or misleading information will give Forest School the right to terminate any employment offered. I understand that any offer of employment is subject to the School being satisfied with the results of all pre-employment checks including references, eligibility to work in the UK, Satisfactory Enhanced Disclosure and Barring (DBS) check, Barred List check, and a medical report (in line with the operation of the Equality Act 2010), and any other checks dictated by the Independent Schools Inspectorate (ISI) and Keeping Children Safe in Education (KCSIE) regulations and guidelines.

If you are submitting this form electronically, please enter your name or your electronic signature below. In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.

SIGNATURE OF APPLICANT.....

DATE / /



Equal opportunities monitoring form

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

Age

- ☐ Prefer not to say
- ☐ School age
- ☐ Over school age - 17
- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 - 74
- ☐ 75+

Disability

Do you have a disability?

- ☐ Prefer not to say
- ☐ Yes, I am aware I have a disability
- ☐ No, I don't have a disability
- ☐ As far as I am aware, I don't have a disability

You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

Ethnicity

- ☐ Prefer not to say

Asian or Asian British

- ☐ Bangladeshi
- ☐ Indian
- ☐ Pakistani
- ☐ Other Asian background (Please specify _____)

Black or Black British

- ☐ African
- ☐ Caribbean
- ☐ Other Black background (Please specify _____)

Chinese and other groups

- ☐ Chinese
- ☐ Other ethnic group (Please specify _____)

Mixed race

- ☐ White and Asian
- ☐ White and Black African
- ☐ White and Caribbean
- ☐ Other Mixed background (Please specify _____)

White

- ☐ British
- ☐ Irish
- ☐ Other White background (Please specify _____)

Religion or belief

- ☐ Prefer not to say
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ Other (Please specify _____)
- ☐ No religion

Gender

- ☐ Prefer not to say
- ☐ Male
- ☐ Female

Sexual orientation

- ☐ Prefer not to say
- ☐ Lesbian
- ☐ Gay man
- ☐ Bisexual
- ☐ Heterosexual/straight

Data protection statement

Data Controller name: **Forest School**

The School uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website (<https://www.forest.org.uk/data-privacy/>).

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting HR on 020 8509 4684 or via email hr@forest.org.uk.

Signature:

Date:

Appendix 1 Spent convictions and the DBS filtering rules

Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.