

 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DatesFrom**(include Month and year)** |  To  | School/College/University | Qualification Achieved | Grade Awarded |
|   |   |  |  |  |
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| --- |
| **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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DatesFrom**(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:

|  |  |  |
| --- | --- | --- |
|  DatesFrom**(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)** |
|   |   |   |
|   |   |   |
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**EXISTING CONTACTS WITHIN THE SCHOOL**

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

# **COMPUTER/SOFTWARE EXPERIENCE**

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|  |
| --- |
| **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

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**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

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# **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

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# **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

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

# **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:

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.