

## Application form for Appointments at the Salterns Academy Trust

### DATA PROTECTION NOTICE

Throughout this form we will ask for some personal data about you. The Salterns Academy Trust will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

More information on how we use your personal data can be found in our privacy notice for job applicants. - <https://trafalgarschool.org.uk/working-at-trafalgar/vacancies/>

[Current Vacancies • Admiral Lord Nelson School \(alns.co.uk\)](#)

### CHILD PROTECTION AND SAFEGUARDING POLICIES

Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

More information on our Safeguarding policies can be found on our website:

[Safeguarding – Trafalgar School, Portsmouth](#)

[School Policies • Admiral Lord Nelson School \(alns.co.uk\)](#)

### VACANCY INFORMATION

Application for the post of:

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-exceptions-order-1975)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy notice.

**Do you have a DBS certificate?** ☐ Yes ☐ No

**Date of check:**

If you have lived or worked outside of the UK in the last (5 years – this is a recommended timeframe, there is no requirement for how far you go back), the trust may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last (5 years)?** ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**The Salterns Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to an offer of employment being withdrawn.**

**SIGN AND DATE**

Name (please print):

Sign:

Date:

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## SIGN AND DATE

Name (please print):

Sign:

Date:

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you have lived and/or worked outside of the UK, the trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you have spent in or out of the UK

#### RIGHT TO WORK IN THE UK

The trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

#### SIGN AND DATE

Name (please print):

Sign:

Date:

# 1. Instructions

Please complete all sections of this form using black ink or type.

Salterns Academy Trust operates an equal opportunities policy. The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

# 2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	
National Insurance Number	

## DISABILITY AND ACCESSIBILITY

The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

## SUPPORT STAFF POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

☐ Yes

☐ No

If yes, please state on what basis:

☐ UK citizen

☐ EU settled status

☐ Skilled worker visa

☐ Graduate visa

☐ Youth mobility visa

☐ Other – please provide full details in the box below

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

☐ Yes

☐ No

If yes, please give details, including countries and relevant dates:

## RELATIONSHIP TO THE SCHOOLS OR TRUST

Please list any personal relationships that exist between you and any of the following members of the schools/trust community:

Update this list and the sentence below, as appropriate

- Governors/trustees
- Local governors
- Staff
- Pupils

If you have a relationship with a governor, trustee, local governor or employee, **this does not necessarily prevent them from acting as a referee for you.**

Name	Relationship	Role at school/trust

### 3. Employment history

#### CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details	Description of responsibilities



## PREVIOUS EMPLOYMENT

Please provide details of all previous employment. List the most recent employment first.

**Please indicate nature/reasons for any periods of non-employment including relevant dates**

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

## 4. Education and training

### EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

## ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## 5. Letter of application

Please attach an accompanying letter (maximum 2 sides of A4) explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you are applying for as the file name for the attachment.

## 6. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your **current or last employer**. If you have not previously been employed, please provide details of another suitable referee.

The trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

**REFERENCES WILL BE TAKEN UP BEFORE INTERVIEW.**

If you do not wish us to contact your referees without your prior agreement, please tick this box: ☐

## 7. Equalities monitoring

We are bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female							
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say							
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background				<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group  <input type="checkbox"/> Prefer not to say			
Which of the following best describes your sexual orientation?								
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual					<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say			

### What is your religion or belief?

- ☐ Agnostic
- ☐ Atheist
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu

- ☐ Jain
- ☐ Jewish
- ☐ Muslim
- ☐ No religion

- ☐ Other
- ☐ Pagan
- ☐ Sikh
- ☐ Prefer not to say

### Pregnancy and maternity

Are you pregnant?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Have you given birth within the last 12 months?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

- ☐ Physical impairment
- ☐ Sensory impairment
- ☐ Learning disability/difficulty
- ☐ Long-standing illness
- ☐ Mental health condition
- ☐ Developmental condition
- ☐ Other

Where did you first hear about this job?