



### Application Form

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

Please complete in black ink and ensure that you fully complete all sections of the application.

Please note that providing false information will result in the application being disqualified, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the Police. Checks will be carried out to verify the content of your application form. CV's will not be accepted.

<b>School: Barr's Hill School</b> <b>Vacancy Job Title: Grade 3 Administrator</b>	<b>Return Address:</b> <a href="mailto:recruitmentadmin@thefuturestrust.org.uk">recruitmentadmin@thefuturestrust.org.uk</a>
<b>Working Hours: 37 per week term time only plus 1 week (39 weeks), a flexible approach to working hours is required</b>	Barr's Hill School Radford Road Coventry CV1 4BU
<b>Application closing date: Wednesday 29<sup>th</sup> June, 9:00am</b>	

#### Part 1. Information for shortlisting and interviewing

##### Name

Initials.....	Surname.....
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##### Current or Last Employment

Full name and address of employer (including postcode)	
Job title	
Date appointed	
Present or last salary	
Notice required	

##### Letter of application

Please ensure you provide a letter in support of your application which clearly demonstrates how you meet the criteria on the person specification for the role. You can use evidence of your experience, knowledge, skills and abilities gained through paid, unpaid or voluntary work, or related to interests, that you have in order to demonstrate how you meet the criteria. Please provide no

more than two sides of A4. **Applications received without an accompanying letter will not be accepted.**

### Full chronological history

In the boxes below please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education or training, part-time work and voluntary work as well as full time employment. Give start and end dates, reasons for leaving employment and explanations for periods not in employment, education or training.

<b>Job title or education or training being undertaken. State whether part or full time.</b>	<b>Date from: dd/mm/yyyy</b>	<b>Date to: dd/mm/yyyy</b>	<b>Full name and address of employer, educational institution or description of activity</b>	<b>Salary</b>	<b>Reason for leaving</b>
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Please include a continuation sheet if necessary

### Qualifications gained through education and training

Please provide details of any recognised courses completed and qualifications achieved relevant to the requirements on the person specification for the role. Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Course title	Full name and address of educational institution	Date from: dd/mm/yyyy	Date to: dd/mm/yyyy	Qualifications gained and result / level

Please include a continuation sheet if necessary

### Referees

Please provide details of two people whom the Trust may obtain references from. The first referee will normally be your present or most recent Headteacher/Principal, or where not working in a school or academy the equivalent person. If you are not currently working with children please provide a referee from your most recent employment with children.

Please note that you must provide referees from two different employers / organisations, unless you have not worked for or volunteered with more than one. Referees will be asked about disciplinary offences relating to children including those in respect of which a sanction is time expired, whether you have been the subject of any relevant child protection concerns and if so the outcome. References will not be accepted from relatives or from people writing solely in the capacity of friends. The Futures Trust reserves the right to request further or alternative referees from you in order to verify your suitability for employment.

<b>First Referee (current or last employer)</b>	
Referee title and name	
Full name and address of employer or organisation (including postcode)	
Telephone number	

Email address	
In what capacity do they know you?	
Can we take up references without contacting you beforehand?	

<b>Second Referee (from a different employer / organisation)</b>	
Referee title and name	
Full name and address of employer or organisation (including postcode)	
Telephone number	
Email address	
In what capacity do they know you?	
Can we take up references without contacting you beforehand?	

Please note that references must be sought prior to interview.

**Driving licence** Only complete this if a driving licence is required for the job.

Do you have a full current driving licence?	
Do you have the use of a car?	
What type of licence do you hold? (List entitlement/category codes)	

**Once you have completed Part 1 of the application please turn overleaf to complete Part 2**

**Part 2. This section of the application will be separated from Part 1 on receipt.**

Relevant responses may be verified prior to shortlisting and/ or used for administration purposes but will not be used for selection purposes. If you are invited to interview you may be asked about the answers you have given to questions 13 and 15.

**Personal Details – Please complete this section in capital letters**

1. Surname	
2. All previous surnames	
3. All forenames	
4. Title	
5. Date of birth	
6. Full current address (including postcode)	
7. Resident at this address since dd/mm/yyyy	
8. Home telephone number	
9. Mobile telephone number	
10. Email address	
11. National Insurance No.	
12. Are you legally entitled to work in the UK?	You will be required to provide documentary evidence of your entitlement to live and work in the UK in the post applied for accordance with the Immigration, Asylum and Nationality Act 2006.
13. Have you ever been subject to a child protection investigation by your employer or any other organisation?	If yes please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are invited to attend interview.
14. Are you related to or do you have a close personal relationship with any pupil, employee, Governor or Trustee?	If yes please give details separately under confidential cover. This will not be opened unless you are invited to attend interview.
15. Are you intending to hold additional jobs?	If yes, please also state the number of hours you will be working in other jobs. This information is required to ensure we comply with the Working Time Directive and Regulations.
16. Where did you see this vacancy advertised? / How did you become aware of this vacancy?	
<b>Please complete the following in respect of teaching vacancies only</b>	
17. DfE reference number	

<p><b>18.</b> Do you hold Qualified Teacher Status? If yes, please state date obtained.</p>	
<p><b>19.</b> If you have successfully completed an induction year please state the date completed, or alternatively the length of induction you are yet to complete or why you are exempt.</p>	

**Compulsory declaration of any convictions, cautions, reprimands, warnings or bind-overs**

If you are shortlisted you will be required to complete a ‘Disclosure of Criminal Record’ form and bring the completed form to interview. If the job is a relevant one for the purposes of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. A disclosure will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a ‘regulated position’ under the Under the Criminal Justice & Courts Services Act 2000. Please refer to the Trust’s Policy on the Employment of ex-offenders, available with the application pack for this role.

**Data Protection Act 2018**

The information collected on this form will be used in compliance with the Data Protection Act 2018. By supplying information you are giving consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018. The information may be disclosed, as appropriate, to the Governors, Trustees, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

**Please note**

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’.

Canvassing, directly or indirectly, an employee, Governor or Trustee will disqualify your application.

Candidates recommended for appointment will be required to provide a satisfactory enhanced DBS certificate, to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

**Declaration**

I certify that to the best of my knowledge the information I have given on this form is true and complete. I understand and accept that if I have failed to disclose or given false information then it will disqualify my application, result in the withdrawal of any offer of employment, or in summary dismissal if I am in post and possible referral to the Police. I understand and accept the notes above and that the information I have provided may be subject to checking.

Signature of applicant.....

Date.....

Print name.....

If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign before returning it.

**Part 3. Confidential Equality and Diversity Monitoring Form**

The Futures Trust is committed to equality of opportunity in employment and service delivery. To help us do this, all applicants are required to complete this form. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific Public Sector Equality Duties under the Equality Act 2010. This information is kept fully confidential, access is strictly limited in accordance with the Data Protection Act 2018 and the information will not be used in assessing or scoring your application or during the interview process. By providing information you consent to its processing in accordance with this.

Ethnic Group	Workforce Census Code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian Background	

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

Sexual orientation	Please tick
Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Prefer not to say	

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
	Write in:		
Prefer not to say	REFU		

**Age**

<b>Do you consider that you have a disability? Please tick</b>	
Yes (please complete the grid below)	
No	
Prefer not to say	
<b>My disability is: Please tick</b>	
Physical impairment	
Sensory impairment	
Mental health condition	
Learning disability/ Difficulty	
Long standing illness	
Other Write in:	
Prefer not to say	

<b>Religion</b>	<b>Please tick</b>
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion Write in:	
Prefer not to say	