

Application Form

Guidance Notes

Thank you for considering working for Cheviot Learning Trust. We want to make sure we are attracting the widest possible range of people and choose the best person for the job, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses mainly on what the job involves and how you have shown you can do these things.

This role involves engaging in regulated activity and therefore the trust considers it an offence to apply for this role if you, the applicant, is barred from engaging in regulated activity relevant to children.

The Application Form is split into three sections as follows:

Part A Personal Details	This part of the form asks for personal information. We use this information to contact you and provide any extra support you may feel you need if we ask you to attend an interview. This form also includes a declaration as an applicant that all information you provide is correct and accurate. Where there is an electronic signature, shortlisted candidates will be asked to physically sign a hard copy of application at the point of interview. You are also asked in this section to note matters that if you are successful in your application we would need to assure/confirm, e.g. Right to Work in the UK, satisfactory DBS vetting/clearance, satisfactory references. Please note we do not accept CV's and all parts of the application form must be completed in full.
Part B Employment & Education History	We use Part B of this form to decide whether to interview you. This part of the form asks you to provide information about your past jobs, experience, qualifications and skills. When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. We will seek references which allow us to obtain factual information that confirms accuracy of these past experiences, this will aid us in our appointment process. If you do not provide enough evidence of how you meet the requirements of the post or fail to provide references, we may not be able to interview you.

Part C Equal Opportunities and Employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

We use this information to monitor the diversity of applicants, in line with the Trust's Equalities and Diversity Policy. This information will not be shared with anyone on the shortlist panel and is separated from the rest of your application when we receive it.

How will we use your data?

All data that you provide to us as part of this recruitment process will only be used for the purposes of progressing your application. We respect your right to privacy and details of how we use the information provided by you is contained in our privacy notice which is available on our website, together with details of your rights under the General Data Protection Regulations (GDPR). Access to criminal record information will be on a need-to-know basis and information will be stored confidentially and in accordance with the Data Protection Act. If appointed to a position, the information will also be used for establishing identity as part of pre-employment vetting processes and compiling individual personnel records.

Our Safeguarding Commitment

The Cheviot Learning Trust is committed to safeguarding the safety, wellbeing and security of its students. All staff and volunteers are expected to share this commitment and as an individual making an application for a post in one of our schools if you were successful you would be required to also share this commitment and follow our policies and procedures to support this.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, the self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

Return of Completed Application Form

Please return your complete application to Cherry Collings at Prudhoe Community High School, Moor Road, Prudhoe, Northumberland NE42 5LJ or by email to: c.collings@pchs.cheviotlt.co.uk. Please note that it is not our policy to give debriefs to applicants who are not invited for an interview. However, full debriefs will be offered to all interviewees.

The interview process normally consists of a tour of the school, time in the department, mini interviews with staff and students, possibly a task and a formal interview. Applicants for teaching posts will be required to teach part of a lesson.

Part A: Personal Details

Name of school		
Post applied for		
Teachers Reference Number		
Do you have a Qualified Teacher Status?	Yes ☐	No ☐

Surname		
Forename		
Previous known name(s) (if applicable)		
National Insurance Number		
Current address		
	Postcode:	
Home telephone number		
Mobile telephone number		
Please confirm which telephone number you would prefer us to contact you on and if there is a time of the day that is better for us to contact you.	Telephone number: Time of day:	
E-mail address <i>Please note: we will use this email address to contact you about your application and will continue to use this email address for any communications thereafter.</i>		

Adjustments According to the Equality Act 2010

The Cheviot Learning Trust welcomes applications from disabled people. Please complete this section to inform us whether we need to adjust to enable you to take part in the selection process.

Do you consider yourself to have a disability?	Yes ☐	No ☐
Please give details of any restrictions and current work permits including the type of permit, the number, and the expiry date.		

Assistance with Interviews

Please state if you would like us to make any reasonable adjustments if we invited you for an interview.
--

Your Right to Work in the UK

Are you eligible to work in the UK?	Yes ☐	No ☐
Are you subject to immigration restrictions?	Yes ☐	No ☐
Please give details of any restrictions and current work permits including the type of permit, the number and the expiry date.		

Reference Request

It is the Trust's Policy to take up references as part of the selection process. All applicants are requested to provide the names and contact details for two referees, one of whom should be your current or most recent Headteacher / Employer if you are currently working, or your college tutor if you are applying for a first appointment or, if currently out of work, your last employer. References from friends or relatives cannot be accepted.

Reference 1		
Name		
Job title		
Relationship to you		
Organisation		
Address (including postcode)		
Phone number		
E-mail address		
Permission to contact prior to interview	Yes ☐	No ☐

Reference 2	
Name	
Job title	
Relationship to you	
Organisation	
Address (including postcode)	
Phone number	

E-mail address		
Permission to contact prior to interview	Yes ☐	No ☐

A third reference is only necessary if the first two references are not from an employment which involves working with children and young people or vulnerable adults.

If you are applying for a post which involves working with children and young people or vulnerable adults, there is a requirement for a reference from employment where you have worked with children and young people or vulnerable adults.

Vetting & Barring Checks

As this post is within a School all employees who work in schools have to have a successful Data Barring Service (DBS) check. As an applicant you need to understand this and consider how this applies to you. In accordance with the DBS Code of Practice if you were shortlisted for interview you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (or adults) and we will use this information as part of our interview/ pre-screening process.

In November 2020 the **Rehabilitation of Offenders Act 1974**, (*including amendments noted in the (exceptions order 1975) in 2013 and 2020*) was updated resulting in some changes to what will automatically be declared on a DBS, in real terms this means that some minor offences are now protected (filtered) and as such should not be disclosed; this also means that a potential employer (like ourselves) cannot take these offences into account, but also nor should you disclose them.

All posts within our Trust meet the definition of being in 'Regulated Activity', a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

Online Searches

In accordance with **paragraph 221 of Keeping Children Safe in Education 2024**, an online search will be conducted for shortlisted candidates on their name(s). This is to assist in the identification of any incidences or issues that may have happened and are publicly available online, which the school might wish to explore with the applicant at interview.

☐ **I can confirm that I understand this requirement in line with Keeping Children Safe in Education 2024**

Part B: Employment & Education History

Please try to provide as much information as possible; this will help us determine your suitability for the post.

Current or Most Recent Employment

Please tell us about your current or most recent employment. (If you have just left full time education and have no employment history, you can detail your education in this section.)

Current / most recent employer or education establishment and address			
Position held			
Dates of employment or education	From:		To:
Salary & Pay Scale (if applicable)			
Reason for leaving (if applicable)			
Notice period required (if applicable)			
Details of Main Duties and Responsibilities:			

Please continue on another sheet if required.

Previous Employment

Please detail your previous employment, stating your main duties relevant to the role, starting with your most recent first. Please also identify and explain any gaps in your employment history (i.e. unemployment, study etc).

Employer's name and address	Position held	Dates of employment	Reason for leaving (if applicable)
		From: To:	
		From: To:	
		From: To:	
		From: To:	
		From: To:	

Please give an explanation for any gaps in your employment below:

Please continue on another sheet if required.

Education, Training and Qualifications

Please give details of your qualifications and work-related training, together with details of the awarding body and date of award, starting with the most recent first (including secondary school).

Name of the place you studied at	Qualification and/or grade gained	Name of awarding body	Date achieved

Please give an explanation for any gaps in your education below:

Continuing Professional Development and Training Courses Attended

Please give details of how you have kept your skills up to date.

Please continue on another sheet if required.

Professional Registration

Please detail any professional bodies you hold membership of which are relevant to the post applied for.

Professional body	Level of membership and membership number	Expiry

--	--	--

Supporting Statement

Using the Person Specification as a guide, please tell the school how you feel your skills, knowledge and experience are relevant to the post, giving examples.

Please continue on another sheet if required.

Flexible Working

We are committed to giving you the opportunity to change your work patterns when possible so you can balance your work commitments with other responsibilities. Please indicate how you wish to work by ticking the appropriate box/es.

Full-time only	Yes ☐	No ☐
Would like to be considered for other working patterns (e.g. job share, part-time, term time only etc)	Yes ☐	No ☐

Applicant Friends/Family Declaration

Applicants are asked to make a declaration of any family or close relationship to existing employees or employers, including members of the Board of Trustees. Please do so below:

Part C: Equal Opportunities

Equal Opportunities Form

[Please click here to complete the Equal Opportunities Recruitment form](#)

Final Declaration

Please make sure all parts of this application form and the equal opportunities form are completed before signing this declaration.

I confirm the information provided on my application for this post is true and accurate.
 I understand that any offer of employment is subject to:

- a) references which are satisfactory to the school employer
- b) a satisfactory DBS certificate and check of the Barred list
- c) the entries on this form proving to be true and accurate, and
- d) further pre-employment checks being satisfactory that are relevant to this post.

I understand that deliberately giving false or incomplete answers would exclude me from consideration, or in the event of my appointment, could result in dismissal without notice.

I confirm that in submitting my application for this post I have not been disqualified from teaching nor do I have any current prohibition orders in place that would prevent me from making this application.

I accept that in submitting this form electronically I am accepting this declaration/ 'signing' this form by returning the form to school.

Signature:

Date: