

APPLICATION FORM

Pele Trust is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our recruitment process.

Post applying for:	Office Manager
School applying to:	Embleton Vincent Edwards CE Primary School
Where did you see our job advert?	

Section 1: Personal Details

First name(s):	Surname:
Former Names (if applicable):	
Current Address (including postcode):	Contact Details:
	Telephone:
	Email:

National Insurance Number:	
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Do you consider yourself to have a disability? Yes ☐ ☐

Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)

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.		

Section 2 – Employment History	
Current (or most recent) employer	Address

Your <u>current</u> post with this employer	
Date from:	Date to:
Position:	
Annual Salary:	
Give brief details of this post, including specific areas of responsibility:	
Reason for leaving (if applicable):	

Previous posts held with this employer (most recent first)		
Date from:	Date to:	Position held

Previous Employment

(Complete in chronological order starting with the most recent)

From:	To:	Name/Address of Employer	Position held	Reason for leaving:

Section 3: Education, Training and Qualifications

Higher Education

University/College/Organisation	Course undertaken and qualifications passed with grades/expected grades	Date qualification awarded/expected

Secondary/Further Education

Name and location	Examinations passed with grades	Date qualification awarded

Courses attended in the last 5 years Please include organising body, course title, dates and duration

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Please list any relevant professional bodies of which you are a member:

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Special Interests and Relevant Non Work Related Experience

Please give **brief** details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and, if relevant, to working with children

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Section 4: References

Please give the name and address of two professional referees. One of these should be a present or most recent employer. Note that we will seek references in advance of interview. References from friends or relatives cannot be accepted.

Title:		Title:	
Name:		Name:	
Position:		Position:	
Relationship to you:		Relationship to you:	
Name of establishment:		Name of establishment:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Tel No:		Tel No:	

Section 5: Declarations

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

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

Individuals barred from engaging in regulated activity relevant to children should be aware that it is an offence to apply or seek to engage in regulated activity from which they are barred.

Safeguarding Children

This Trust is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

In accordance with Department for Education's Keeping Children Safe in Education guidance, as part of the recruitment process we will undertake an online search of publicly available information of shortlisted candidates. This search will be undertaken by someone who is not part of the decision-making process, and after the shortlisting stage, any relevant incidents or issues that have happened, and are publicly available online, may be explored at interview.

Immigration, Asylum and Nationality Act 2006

Pele Trust will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. You will be required to provide documentary evidence that you are legally entitled to work in the United Kingdom.

Section 6: Declaration Signature

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to

- a) references which are satisfactory to the school
- b) a satisfactory DBS certificate and check of the Barred list
- c) the entries on this form proving to be complete and accurate and
- d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard

Name:

Signature:

Date:

Please ensure that you also submit an accompanying letter of no more than 2 A4 pages in addition to your application.

Monitoring Equality and Diversity

Pele Trust wants to meet the aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010.

Please complete this form to help us understand the diversity of our job applicants.

Completing this form is voluntary. The information provided will be kept confidential.

None of the information you provide will be linked to your application.

<https://forms.gle/RYesHvMh2L7QsrpN9>