



CONFIDENTIAL APPLICATION FORM

Please complete this form in **BLACK** ink if completing by hand

Position applied for:

Setting:

(please select appropriate setting)

PERSONAL DETAILS

Title:		Date of Birth:	
Surname:		Daytime Tel No:	
Forename(s):		Mobile Tel No:	
Former Surname (if applicable):		Email address:	
Address:		<i>Please complete if applying for a Teaching Post</i>	
		DfE No	
		Do you have QTS?	Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION AND QUALIFICATIONS

NB if you have been at the above address for less than 5 years please provide details of previous addresses covering this period.

1.

2.

3.

Date: (mm/yy)

Date: (mm/yy)

Date: (mm/yy)

From: to:

From: to:

From: to:

Please give details of **Secondary** and **Further Education** including any 'A' levels or equivalent courses

Dates (mm/yyyy) <i>From</i> <i>To</i>		College/other institution	Qualification obtained and Grade/level

Please give details of any **Higher** Education and equivalent courses

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Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application

Dates obtained	Name of Awarding Body	Qualifications obtained and Grade/level

EMPLOYMENT HISTORY

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

PRESENT EMPLOYMENT				
Job title:		Employer:		
Current Salary:		Address:		
Current Scale (if applicable):				
Employed from:		to:		
Please give a brief description of current duties, responsibilities and achievements				
PREVIOUS EMPLOYMENT				
Dates (mm/yyyy)		Name of Employer	Job title and main responsibilities	Reason for leaving
From	To			

If there are any gaps in your employment or education history please explain them here

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 employer or most recent employer. (**Note:** If you are currently not working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.)

Name

Position

In what capacity do you know the referee:

Name of organisation:

Address:

Telephone No.

Email:

PERSONAL DECLARATION

Using the person specification that you have been sent with your application pack, please demonstrate, using examples, your suitability for the position you are applying. Please include your reasons for applying and interest in this position.

Continue and attach sheet if required.

CRIMINAL RECORD

An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the school considers to be satisfactory. The school applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of 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. 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 Appointment of Staff Policy.

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 Disclosure and Barring Service filtering rules (see 0).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is there any relevant court action pending against you?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

DECLARATION – please read carefully

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received on my behalf by or on behalf of Woodlands Schools relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

Signed:

Date:

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.



Appendix 1
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

Prison sentences of more than two and a half years are never considered spent.

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>.