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| Logo  Description automatically generated  **APPLICATION FOR EMPLOYMENT** | | | | | | |
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| **1. Personal Details** | | | | | | |
| **Title:** |  | **First name(s):** |  | | **Last**  **name:** |  |
| **Former first**  **name(s):** |  | **Former surname(s):** |  | | **Known**  **as:** |  |
| **Current**  **Address**  **(including postcode:** |  | | **Home telephone**  **number:** | |  | |
| **Mobile telephone no:** | |  | |
| **National Insurance**  **Number:** |  | | **Mobile telephone no:** | |  | |
| **Are you related, have ever known or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the school or Charity? Yes/No**  **If Yes, please provide details.** | | | | | | |

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| **2. Job Details** | | | | | |
| **Job Applied for:** |  | | **Job Ref**  **Number:** | |  |
| **Closing Date:** |  | **Please state where you saw this**  **post advertised:** | |  | |

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| **3. Teachers/Registered Nurses Only** | | | | | | |
| **Teacher Reference Number:** | | |  | | | |
| **Qualified Teacher Status:** | **Yes/ No** | **Date:** | **Statutory Induction Year completed (if qualified after May 1999):** | | **Yes/ No** | **Date:** |
| **Nurse - NMC Pin Number** |  | **Do you have PII in place?** | **Policy Number** | | **Any Restrictions on practice** | **Yes/No**  **If yes, give details** |
| **4. Membership of Professional Bodies** | | | | | | |
| **Professional Body / Association** | | | | **Current status/ Membership no:** | | |
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| **5. Current or Most Recent Employment Details** | | | |
| **Employment status:** |  | | |
| **Job title:** |  | **Salary/Grade:** |  |
| **Other benefits:** |  | **Date appointed:** |  |
| **Employer name and address (including postcode):** |  | **Work email:** |  |
| **Noticed required: (if applicable)** |  | **Employee number:**  **(if applicable)** |  |
| **Brief description of duties:** | | | |
| **When you would be available to commence employment if offered?** | | | |
| **If you are not currently in employment, please confirm the following:** | | | |
| **Date of leaving:** |  | **Reason for leaving:** |  |

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| **6. Education, Training and Development – relevant for the post you are applying for** | | | | | | | | | | | |
| **Secondary Education, college, university or training establishment attended:** | | | **Qualifications or course details:** | | | **Awarding body:** | | **Result:** | | **Date of award:** | |
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| **7. Employment / Education History**  **Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.** | | | | | | | | | | | |
| **From**  **MM/YY:** | **To**  **MM/YY:** | **Employment status:**  **(Employed / Education / Voluntary work / Not working)** | | **Name and address of employer / education establishment / voluntary organisation** | **Job title:** | | **Brief Description of duties** | | **Salary:** | | **Reason for leaving / Reason for gap in employment:** |
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| **8. Person Specification – Essential Criteria. Please give reasons for applying for this post and say why you believe you are suitable for this position. Please provide clear examples of your ability, experience and qualifications against the criteria on the person specification, focusing on the essential criteria which demonstrates your ability and aptitude to undertake duties of this post. Continue on a separate sheet if necessary. (*Supporting information should be no longer than 2 x A4 sides*)** |
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| **9. Interests. Please provide details of any interests, hobbies or skills that you could bring to the School.** |
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| **10. References**. **Please provide the names of three referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.**  **PLEASE NOTE: If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.** | | | |
|  | *Referee One* | *Referee Two* | *Referee Three* |
| Name: |  |  |  |
| Job Title: |  |  |  |
| Contact Address (including postcode): |  |  |  |
| Contact email address: |  |  |  |
| Contact telephone number: |  |  |  |
| Relationship to applicant: |  |  |  |
| Type of referee, i.e. Employment or Character |  |  |  |

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| **Do you have a DBS certificate?:** | **Yes / No** (please delete) | If yes, date of issue:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Are you a member of the DBS update service?:** | **Yes / No** (please delete) | **Certificate number:**  **Date of Birth:**  **Surname on DBS:** |
| **Have you lived or worked outside of the UK for 12 months or more in the last 10 years** | **Yes / No** (please delete) |  |

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| **11. Declaration** | | | |
| I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.  I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.  I declare that I have read, understand and accept the statements set out in the data protection clause and information on recruitment checks guidance referenced at the end of this form.  I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). | | | |
| **Signed:** |  | **Date:** |  |

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| **Thank you for your application.**  **Please return to us via email to** [bernadette.oneill**@rsblind.co.uk**](mailto:bernadette.oneill@rsblind.co.uk) **or via post FAO Berni O’Neill, HR Manager, The Royal School for the Blind Charity Liverpool, Church Road North, Wavertree, Liverpool, L15 6TQ.** |

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| **APPLICATION FOR EMPLOYMENT- INFORMATION** | |
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| **Data Protection** | |
| The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of THE ROYAL SCHOOL FOR THE BLIND CHARITY LIVERPOOL and in connection with any subsequent employment, unless otherwise indicated.  The personal data will be initially controlled by or on behalf of THE ROYAL SCHOOL FOR THE BLIND CHARITY LIVERPOOL and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).  If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personal file which we will hold throughout your employment and for a period of 6 years following you leaving the school. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.  In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to a Liverpool City Council Company and/or to third party organisation providing administration or other relevant services to THE ROYAL SCHOOL FOR THE BLIND CHARITY LIVERPOOL.  The Liverpool City Council contact for data protection matters is: The Data Protection Officer, Cunard Building, Water Street, Liverpool, L3 1AH.  By submitting your personal data and application, you are:   * declaring that the information provided in the application form is accurate and true. * giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment. * declaring that you have read, understood and accepted the statements set out in this data protection clause.   Thank you for your interest in applying to THE ROYAL SCHOOL FOR THE BLIND CHARITY LIVERPOOL.  We are an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status. | |

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| **Information on Recruitment Checks** |
| The Charity will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), (KCSIE) including:  **DBS Check**  The Charity is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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 and [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  More information about what will be filtered and will not appear on a DBS certificate can be found [here](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards).  If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) or [Unlock](http://hub.unlock.org.uk/contact/) for impartial advice.  For posts in regulated activity, the DBS check will include a barred list check.  It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.  Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the Charity’s privacy notice.  **Criminal Record Self Disclosure**  You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.  **Disqualification Under the Childcare Act**  Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)  **Overseas Checks**  If you’ve lived or worked outside of the UK for 12 months or more in the last 10 years, the Charity will require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we will contact you for additional information in due course.    **Teacher Prohibition Order and Teacher Sanctions**  We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out “teaching work”. Further information on teacher misconduct can be found at:  [**https://www.gov.uk/government/collections/teacher-misconduct**](https://www.gov.uk/government/collections/teacher-misconduct)  We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.  **Section 128 direction**  We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within the Charity.  **Right to Work in the UK**  The Charity will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  **Online Searches including Social Media**  We will conduct online checks, including social media, which are used only to meet the recommendations outlined in the KCSIE guidance, in relation to whether an applicant is suitable to work with children and young people. No other personal profiles will be used to form an opinion of a candidate.  By signing this application, you agree to provide such evidence when requested.  **Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.** |