

# Application form

All sections must be completed

## Position applied for

|  |
|--|
| Position                                   |
| Where did you see the position advertised? |

## Personal details

|                         |                           |
|-------------------------|---------------------------|
| Surname                 | Address                   |
| Forename                |                           |
| Previous name*          |                           |
| Home telephone number   | Postcode                  |
| Mobile telephone number | National Insurance number |
| Email Address           | TRN number**              |

\*You may be required to provide documentary evidence to support name changes as part of our pre-employment checks.

\*\*For teaching positions only.

## Current employment

|   |                  |
|---|------------------|
| Employer's name   | Address          |
| Position held   |                  |
| Start date (dd/mm/yy)                                     |                  |
| Notice period   | Postcode         |
| Current salary  | Telephone number |
| Brief description of current duties and responsibilities: |                  |

## Previous employment

Please list all employments held in reverse chronological order. Continue on a separate page if needed.

| Employer | Position held | Dates (dd/mm/yy) |    | Reason for leaving |
|----------|---------------|------------------|----|--------------------|
|          |               | From             | To |                    |
|          |               |                  |    |                    |
|          |               |                  |    |                    |
|          |               |                  |    |                    |
|          |               |                  |    |                    |
|          |               |                  |    |                    |
|          |               |                  |    |                    |

Please explain any gaps in your employment record. Periods when you were not working (e.g. periods of unemployment, study, extended travel etc) should be included in the section below. Continue on a separate page if needed.

| Dates (dd/mm/yy) |    | Details |
|------------------|----|---------|
| From             | To |         |
|                  |    |         |
|                  |    |         |
|                  |    |         |

## Entitlement to employment

Your passport or other proof of your entitlement to work in the UK will be required at interview. Only original documents will be accepted.

|  |   |
|--|---|
| Are you a British citizen or EU national? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) If <b>No</b> , please indicate below the box that applies to you. |   |
| I have unrestricted leave to work in the UK <input type="checkbox"/>   | I am an overseas student or visitor with evidence of entitlement to work in the UK <input type="checkbox"/> |
| I am subject to Work Permit provisions <input type="checkbox"/>  |   |

# Education/Qualifications

## Education/Qualifications - Secondary school

| Dates (dd/mm/yy) |    | Name of Institution | Qualifications (subjects/grades)* |
|------------------|----|---------------------|-----------------------------------|
| From             | To |                     |                                   |
|                  |    |                     |                                   |
|                  |    |                     |                                   |
|                  |    |                     |                                   |
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|                  |    |                     |                                   |

## Education/Qualifications - Higher Education

| Dates (dd/mm/yy) |    | Name of Institution | Qualifications (subjects/grades)* |
|------------------|----|---------------------|-----------------------------------|
| From             | To |                     |                                   |
|                  |    |                     |                                   |
|                  |    |                     |                                   |
|                  |    |                     |                                   |
|                  |    |                     |                                   |

## Education/Qualifications - Other

| Dates (dd/mm/yy) |    | Name of Institution | Course followed (with qualification obtained)* |
|------------------|----|---------------------|--|
| From             | To |                     |  |
|                  |    |                     |  |
|                  |    |                     |  |
|                  |    |                     |  |

\*Proof of Qualifications are required for all applicants to academic roles or where a recognised qualification is a pre-requisite for the role.

# Supporting information

Please provide any additional information which you consider relevant to your application. It would be particularly helpful if you could indicate why you have applied for this position and those aspects of your education, training, experience, personal skills and attitudes which equip you for this post. You may use additional sheets if required.

# References

Please provide details of two people whom we may approach for a reference. One of these **must be your current, or most recent, employer**. If you are in, or have just completed full-time education then one reference may be from your last academic institution. If you are applying for a role working with children or young people, please supply details of a referee who can comment on this aspect of your experience. Neither of your referees should be a relative or someone known to you solely as a friend.

Study Group reserves the right to:

1. Take up references on all shortlisted candidates prior to interview, unless otherwise indicated below.
2. Contact any previous employer for a reference.
3. Seek additional references if we receive only a factual references (ie: one which contains only limited information about) from a previous employer.
4. Take up references from overseas employers if you have previously worked abroad.
5. Telephone your referees in order to verify the reference they have provided.

| Referee 1  | Referee 2  |
|--|--|
| Name   | Name   |
| Organisation                                       | Organisation                                       |
| Job title  | Job title  |
| Address  | Address  |
|  |  |
| Postcode   | Postcode   |
| Telephone number                                   | Telephone number                                   |
| Email  | Email  |
| Relationship to you                                | Relationship to you                                |
| Do not contact my referee <input type="checkbox"/> | Do not contact my referee <input type="checkbox"/> |

## Criminal record

Study Group applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for all positions at the Study Group which amount to regulated activity. It is unlawful for Study Group 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 Study Group. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with Study Group is conditional upon us being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

Study Group 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 Study Group's objective assessment procedure set out in Study Group's recruitment, selection and disclosure policy and procedure.

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 Appendix 1).** Yes  No  (please tick)

Is there any relevant court action pending against you? Yes  No  (please tick)

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.

## Other relevant employment checks

Have you ever been referred to or are you the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (TRA, formerly known as the National College for Teaching and Leadership (NCTL)), and equivalent body in the UK or a regulator of the teaching profession in any other country? Yes  No  (please tick)

Have you ever been referred to the Department for Education, or are you the subject of a direction under s128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? Yes  No  (please tick)

Have you ever been the subject of a direction under s142 of the Education Act 2002? Yes  No  (please tick)

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.

## Additional details

Have you been subject to any disciplinary procedures in the last 2 years? If yes, please give details below, including dates.

Please provide any details of family members currently working in the business or close relationships with existing employees or employers within the business. For the purpose of this application the business refers to the following Study Group divisions – Bellerbys College, ISC and Embassy.

## How we use your information

Study Group processes your information in line with data protection regulations. Please click [here](#) to view our Candidate Privacy Notice.

## Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Company processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Company making direct contact with the people specified as my referees to verify the reference.
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight.

Signed

Date (dd/mm/yy)

Where this form is submitted electronically and without signature, electronic receipt of this form by Study Group will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

## Appendix 1:

# Spent convictions and the DBS filtering rules

| Spent convictions  |  |   |
|--|--|---|
| Sentence   | Rehabilitation period<br>(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                                   |

## 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>.