**Celtic Cross Education**

**Application Form**

**APPLICATION GUIDANCE**

Please complete this form and return it by email it to: [recruitment**@celticcross.education**](mailto:recruitment@celticcross.education).

If you are unable to complete and return the form by email, please post / deliver your application to:

Celtic Cross Education

Unit 15 Victoria Trading Estate

Victoria Business Park

Roche

St Austell

Cornwall

PL26 8LX

* CV’s will not be accepted.
* You must complete all relevant sections of this form. The information provided will be used in shortlisting for Interview.
* Applications received after the closing date will not usually be considered.

Celtic Cross Education is an equal opportunities employer and fully committed to safeguarding children. Successful applicants will be required to undertake an enhanced DBS disclosure, and all offers of employment are subject to satisfactory safer recruitment checks including references.

Unsuccessful applications will be kept for 6 months in line with GDPR. If you would like more information on how we store your data, please review our privacy notice which is available on our website <https://www.celticcross.education/vacancies/>

If you would like further information, please contact Recruitment on 01208 590150 or by e-mailing [recruitment@celticcross.education](mailto:recruitment@celticcross.education)

**Application Form**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

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| **Role applied for:** | | |  | | |
| **Where did you see this vacancy advertised?** | | | |  | |
| **About You** | | | | | |
| Title |  | | | Surname |  |
| First name(s) |  | | | All Previous Surnames  (if applicable) |  |
| Home Address |  | | | Home Tel |  |
|  | Mobile |  |
|  | Email |  |
| Postcode |  | | | NI Number |  |
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| **References**  In accordance with our statutory obligations of Safer Recruitment, under Keeping Children Safe in Education, we are required to obtain 2 references. Please provide details of two referees below that we can contact for a reference. These should cover at least your most recent employer/ education setting.  Celtic Cross Education reserves the right to approach any previous employer or manager. | | | | | |
| **Reference 1**  This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college, or university). | | | | **Reference 2**  A referee of your choice  (NOT friends or relatives). | |
| Full name | |  | | Full name |  |
| Job Title | |  | | Job Title |  |
| Employer | |  | | Employer |  |
| Address | |  | | Address |  |
|  | |  |
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| Postcode | |  | | Postcode |  |
| Email | |  | | Email |  |
| Professional relationship to you | |  | | Professional relationship to you |  |
| Can we contact this employer before your interview? | |  | | Can we contact this employer before your interview? |  |

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| **Qualifications Achieved from Secondary, Further and Higher Education** | | | | | | | | | | | |
| **School/College/University attended**  **(with dates and location)** | | | | | | **Level and subject of qualifications**  **(eg: GCSE, NVQ, A Level, Degree)** | | **Grade awarded** | | | **Year achieved** |
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| **If you are you a member of any professional bodies, Please give details** | | | | | | | | | | | |
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| **Professional development/ Training undertaken in last 2 years** | | | | | | | | | | | |
| **Name of provider** | | | | **Title of course/training**  **(e.g. first aid, child protection, etc)** | | | | **Qualification/Level of training** | | | |
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| **Your Current or Most Recent Employment** | | | | | | | | | | | |
| **Note:** If you are currently working through an agency, please ensure you also provide the name of the agency under “Employer’s name and address”.  If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | | | | | | | | |
| Employer name | | |  | | | | Job title | |  | | |
| Employer  address | | |  | | | | Salary | |  | | |
| Start date | |  | | |
|  | | | Leave date / Notice period  (if applicable) | |  | | |
| Reason for leaving | | |  | | | | | | | | |
| Main duties and responsibilities | | |  | | | | | | | | |
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| **Previous Employment or Experience** | | | | | | | | | | | |
| Start with your most recent employment first and work backwards.  You must explain any gaps in your work history since you left education  (eg unemployment; career breaks; voluntary work; travel)  **(Add rows is necessary)** | | | | | | | | | | | |
| **Dates**  **(dd/mm/yy)** | | **Name of Employer**  **and Address**  **or**  **Reason for gap in employment** | | | **Job title, duties & responsibilities** | | | | | **Reason for leaving** | |
| **From** | **To** |
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| **Safeguarding Children, Young People & Vulnerable Adults** | |
| Celtic Cross Education is committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. | |
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| **Your Supporting Statement** | |
| This important part of your application which forms part of the selection criteria.  Refer to the job description and person specification and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  Please continue on separate sheet if necessary– up to 2 sides of A4 maximum. | |
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| **Interview requirements** | |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know. | |
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| **Declaration of Criminal Convictions** | |
| This post is **exempt** from the Rehabilitation of Offenders Act 1974 and you are therefore required to disclose all criminal convictions, including any which may be ‘spent’. You should also include details of any cautions, reprimands, or final warnings.  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. | |
|  | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | **Yes / No** |
| **If yes, please provide details**: | |
|  | |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975(Amendment) (England and Wales) Order 2020 | **Yes / No** |
| **If yes, please provide details:** | |
| ***All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check where applicable and an Enhanced Disclosure and Barring Service (DBS) check. This check will include details of cautions, reprimands, or final warnings as well as convictions*** | |
| I accept that if any of the information is found to be false or misleading, I will be disqualified from appointment. I understand that any subsequent offer of employment will be subject to the outcome of a criminal record check from the DBS and that Celtic Cross Education will request my authorisation for such a check to be made. | |
| Signature: Date: | |

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| |  |  |  | | --- | --- | --- | | **Right to Work in the UK**  Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)?  **If yes, please provide details:** | | **Yes / No** | | **Travel**  **The role information supplied will state if this post requires travel.**  If needed, do you have access to transport? | | **Yes / No** | | If needed, do you have a full current UK driving licence? | | **Yes / No** | | **The Working Time Regulations**  We’re required to check the hours worked by employees.  Would this role be your only employment?  **If no, please provide details:** | | **Yes / No** | | **Overseas Check**  Have you ever lived/ travelled overseas for more than 12 months?  **If yes, please provide details (dates/Countries)** | | **Yes / No** | |  | | | | **Disclosure of interest** | | | | **Canvassing of our Directors, Governors and employees** (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application.  If you fail to declare any relationship with a Governor or employee of Celtic Cross Education, your application may be disqualified and, if appointed, you may be dismissed without notice. | | | | Do you, your partner or family have any personal, financial or professional interests or relationships with any current Director, Governor or Employee of Celtic Cross Education that may conflict with you undertaking this role?  **If yes, please provide details below:** | | **Yes / No** | |  | | | | Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? | | **Yes / No** | | **If yes, please provide details:** | | | |  | | | | **Your Declaration** | | | | I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | **Signature** | **Date** | | | Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | **If you have completed this form on behalf of the applicant, please add your details:** | | | | Name (printed) | Contact number | | |
| **Thank you** for taking the time and effort to complete this application form.  **Please make sure you complete our Equal Opportunities Monitoring Form.** |
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