

For Office Use Only:	
Application Number:	

Peterborough Diocese Education Trust

APPLICATION FORM

(please note that CVs will not be accepted)

SECTION A

Post Applied For:	
Location:	
How did you hear about this vacancy?	

PERSONAL DETAILS

Surname (Including Preferred Title)		
First Name(s)		
Known As (not nickname)		
Address (Inc. Postcode)		
Home Telephone No:		
Work Telephone No:		
Mobile Telephone No:		
E-Mail Address		
National Insurance Number		
Are you eligible to work in the UK?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a UK driving licence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have access to a car?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please state what documentation you can provide to demonstrate this e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK.		
Note: Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. Any offer of employment will be subject to successful verification of your right to work in the UK.		

Sections A and B of the Application Form and the equal opportunities monitoring form will be detached prior to short-listing.

APPLICATION FORM SECTION B

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Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

DECLARATION

I acknowledge that Peterborough Diocese Educational Trust (PDET) is committed to safeguarding and promoting the welfare of children and young people and to this end hereby that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as The Teaching Agency, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform PDET if I am convicted of an offence after I take up any post within PDET. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform PDET if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by PDET as satisfactory.

I also declare that I will not contact any member of PDET to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details.

Signed		Date	
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APPLICATION FORM

SECTION C

C1 – TEACHING POSTS ONLY

If applying for any other position go to: C2: Continuous Service

If you are applying for a teaching post, please provide the following information:	
Do you have QTS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you registered with the Teaching Agency?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	If yes, please provide number:
If you qualified after September 1999, have you completed your NQT statutory induction year?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Note: PDET will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, completion of Induction if applicable and registration with the Teaching Agency.	

C2. CONTINUOUS SERVICE

If you do not have any continuous employment go to section C3: Recent Post Details

In some instances, PDET may recognise continuous service in Local Government Employment.	
What is your continuous service in LGE?	

Note: If you are offered the position, your continuous service date will be verified with your previous employer. PDET will not recognise continuous service without verification.

C3. PRESENT POST DETAILS

If you are not currently in employment go to section C4: Previous Employment

Name and address of current employer, school or establishment:	
Telephone Number:	
Local Authority (if applicable):	
Age range of school (if applicable):	
Date of appointment to organisation (DD/MM/YY):	
Job Title	
Contract Type	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
Date of appointment to post, if different (DD/MM/YY):	
Notice period required	
Salary/Allowance Detail:	
Reason for Leaving:	

C4. PREVIOUS EMPLOYMENT

Please list your most recent position first and continue on a separate sheet where necessary

[illegible]

Please use the space below to explain gaps in your employment.

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C5. PREVIOUS EMPLOYMENT WITH CHILDREN

If you do not have any previous employment with Children go to Section C6: Education

Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?				
YES <input type="checkbox"/> NO <input type="checkbox"/>				
If yes, please provide details below. PDET reserves the right to contact any of your previous employers.				
Name and address of employer	Position held (Please also state if Full-time or Part-time)	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

C6. EDUCATION

Date	School\College/University	Qualification	Subjects Taken	Full/Part time	Examination Results/Grades

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Other Professional Qualifications including membership or Professional Bodies

Other Experience Relevant to the Post e.g. Work Experience, Voluntary positions

Personal Interests

If you need to give more information about any of the above, please continue on a separate sheet.

APPLICATION FORM SECTION D

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Please complete the following sections, using additional sheet(s) if necessary.

D1.	How do your personal qualities and professional experience qualify you for this position? Please refer to the Job Description and Person Specification documents.

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Additional Sheet

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D2. Training Courses (relevant to this application and taken within the last 5 years):

Course Title	Date	Venue

If necessary, please continue on a separate sheet

D3. RELATIVES / OTHER INTERESTS

Are you currently or have you ever been an employee or volunteer for any PDET project?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please name the project:	
Are you related to, or know personally, any PDET employee?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of person:	
Position held within PDET	
Relationship of person to you:	
Have you applied previously for a post within PDET?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please give details:	

D4. SAFEGUARDING CHILDREN & YOUNG PEOPLE

PDET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure Barring Service) Enhanced Disclosure Check.

Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have answered 'Yes' please give full details, continuing on a separate sheet if necessary	

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D6. CRIMINAL CONVICTIONS

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of offender Act 1974. Applicants must declare and convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

Have you ever been charged with, cautioned or convicted of a criminal offence? YES ☐ NO ☐

Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? YES ☐ NO ☐

If yes, please attach details including the offence and date.

D7. REFEREES

Please give the name and address of two people whom we may contact for a reference. The referee must be a line manager and one of these should be from your current or most recent place of employment, although PDET reserves the right to contact any of your former employers. If you have previously been employed in education the Headteacher or Head or HR from this establishment should be included. References from relatives or people who only know you as a friend are not acceptable.

In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.

	1 st Referee	2 nd referee
Name		
Position		
Organisation		
Relationship to you		
Address		
Tel. No		
Fax. No		
E-mail Address		
	Is this referee aware of your application for this post? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you willing for this referee to be approached prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> If you do not wish us to contact a referee prior to interview please use a separate sheet to explain why.	Is this referee aware of your application for this post? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you willing for this referee to be approached prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/> If you do not wish us to contact a referee prior to interview please use a separate sheet to explain why.

Please return your completed application by email to:

or by post to:

If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.

PLEASE REFER TO OUR PRIVACY NOTICE FOR JOB APPLICATIONS