

# 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	
Date of birth (dd/mm/yy)	Postcode
Home telephone number	National Insurance number
Mobile telephone number	Email Address

### For teaching positions only:

DFES number	QTS number	TRN number
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## 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		

## 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 is required

# 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 (not relatives or friends) we may approach for reference, one of whom should be your most recent employer. If you are in or have just completed full-time education, one reference should be from your school/college/university. 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.

If you do not want us to approach your referees prior to interview, please indicate by ticking the boxes below.

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

An offer of employment is conditional upon Study Group receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which Study Group considers to be satisfactory. Study Group 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 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. 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.

## 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.

# 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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
- 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 Study Group processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Study Group making direct contact with the people specified as my referees to verify the reference.

Signed

Date

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 (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>.