



School Name  
A Good Shepherd Trust School  
Company no 9341374



# Application for Employment

**STRICTLY CONFIDENTIAL**

This form is to be used for vacancies in schools which are part of  
The Good Shepherd Trust.  
Please read the guidance notes before completing this application form.

**Post Reference** \_\_\_\_\_ **Post Title** \_\_\_\_\_

**Post Advertised in** \_\_\_\_\_

## Section One

**Surname** *(Block Letters)* \_\_\_\_\_

**Full Forenames** *(Block Letters)* \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **National Insurance Number** \_\_\_\_\_

**Correspondence Address** \_\_\_\_\_ **Home Address** *(If different)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Daytime Telephone** \_\_\_\_\_ **Alternative Telephone** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Date available to commence work** \_\_\_\_\_

**Have you been known by a different name or changed your name by Deed Poll?**  Yes  No

*(If yes, please provide details)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**     Yes     No

**National Insurance Number** *(If applicable)*

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**Relationship**

If, to the best of your knowledge, you are related to any Member or employee of The Good Shepherd Multi Academy Trust please state whether a Member of the Trust, or if an employee, occupation, together with the name, address and relationship to such person.

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process**

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**The Disclosure and Barring Service (DBS)**

DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

**Declaration**

To the best of my knowledge and belief the information I have given in my application is correct. I declare that I am not barred from working with children, or subject to sanctions imposed by a regulatory body. I also hereby agree to a disclosure being made by the Disclosure and Barring Service.

**Signed**

**Print Name**

**Date**

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## Applicants with Disabilities

The Good Shepherd Trust will guarantee to interview all disabled applicants who meet the minimum essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010?

Yes  No

## Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website, or in the Guidance Notes for this application form.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. **Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

## References

*(Please refer to the guidance notes before completing this question)*

Name	Name
Job Title	Job Title
Capacity in which known	Capacity in which known
Address	Address
Telephone Number and email	Telephone Number and email
Can we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No







## **Previous Employment**

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In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(We may contact all or any employers you have listed below in order to verify the employment details stated.)

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Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

## Section Three

### Additional Information

Statement of skills, abilities, competencies and experience the applicant believes are relevant to the job and in relation to the job and person specifications. *(Please refer to any guidance notes before completing this section)*

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## Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by the school for a period of 6 months for recruitment purposes and if successful the information will be stored on a personnel file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated. I also note that any offer of employment, following selection and interview, will be subject to satisfactory completion of a probationary period.
- d) Canvassing of Officers or members of the Good Shepherd Trust or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) I have not been disqualified from working with children, cautioned, or sanctioned in this regard and I agree to a disclosure being made by the Disclosure and Barring Service.
- g) All information contained in this form will be treated as strictly confidential and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verifications checks that may be made.
- h) The Good Shepherd Trust must protect the public funds they handle and so may use the information I have provided on this form to prevent and detect fraud. The Trust may also share this information, for the same purposes, with other organisations, which handle public funds. We do not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

Date

Signature

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**Return the completed application form to:**



# Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Reference

Post Title

Post Advertised in

Please tick boxes as appropriate

## Gender

Male

Female

Transgender

Undeclared

## Ethnic Origin *(Please tick the box that you feel best describes your ethnic origin)*

### White

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background *(Please specify)*

### Mixed

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background *(please specify)*

### Asian/Asian British

Indian

Pakistani

Bangladeshi

Any Other Asian Background *(Please specify)*

### Black/Black British

Caribbean

African

Any Other Black Background *(please specify)*

### Chinese or other ethnic group

Chinese

### Undeclared

### Other *(Please specify)*

**Date of Birth**

Undeclared

**Employment**

Are you currently in paid employment?  Yes  No  Undeclared

**Religion and Belief**

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

**Sexual Orientation**

Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

**Applicants with Disabilities**

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**Do you consider yourself to be disabled under the Equality Act 2010?**  Yes  No

*(If yes, please list below any reasonable adjustments you would request)*

During the interview process:

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