

Application Form

Personal Details (BLOCK CAPITALS)

Surname: _____ Title (e.g. Mr, Mrs, Miss, Ms): _____

First Name(s): _____

Address: _____

_____ Post Code: _____

Telephone No. (home): _____ Email: _____

Telephone No. (mobile): _____

Do you require a work permit to work in the UK? YES NO

If yes and applicable, when does your permit expire? (month. year): _____

Are you recognised by the DfE as a qualified teacher in the UK? YES NO

If yes, please give date of recognition (month & year): _____

References

Please give the names and contact details of **2 referees**. We need to cover up to 5 years' work history & please provide contact details for your most recent employer. We can also accept character references such as previous colleagues, or individuals who can comment on your ability for the specified job role, from a personal background. **We require a minimum of 6 months UK experience in a relevant role.**

Your application form will not be accepted without the required referee contact details.

(If you do not want us to contact your referees prior to your interview, please mark this clearly below.)

Employer Name: _____

Employer Name: _____

Referee Name: _____

Reference Name: _____

Position: _____

Position: _____

Period known: _____

Period known: _____

Address: _____

Address: _____

Tel No.: _____

Tel No.: _____

Email: _____

Email: _____

Health Declaration

The following questions on health and disability are asked in order to find out your needs in terms of reasonable adjustments to access our recruitment service and to find out your needs in order to perform the job or position sought.

1. Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek? YES NO

If yes, please specify: _____

2. If you have a disability, what are your needs in terms of reasonable adjustments in order to access this recruitment service and to attend interview or take aptitude tests etc.? YES NO

If yes, please specify: _____

Protection of Children

Disclosure of any criminal background is required. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

- Have you ever been convicted of a criminal offence? YES NO

If yes, please give details: _____

Date: _____ Sentence: _____

Additional Information

Safeguarding Policy

All children will whatever their race, sex, beliefs, physical and mental abilities, have the right to grow up unharmed, to have the opportunity to develop fully and to have their basic needs met. Link Education asks that all staff promote an atmosphere in which all children feel secure, listened to and valued.

Link Education teachers and support staff must ensure that:

- Children have a range of adults accessible to approach for help
- To recognize signs and symptoms of abuse: refer and report to the school or nursery management team
- Have clear procedures and lines of communication
- To work with each school and nursery personnel – teachers, staff, parents etc... where appropriate
- To find out from each school and nursery children who are at risk, to be able to monitor
- Use the curriculum to raise children’s awareness and build self confidence

Guidelines for Practice

- If needed to inform the appropriate child protection officer in the school and nursery
- Always follow LEA and school/nursery Child Protection Guidelines
- Contribute to prevention through teaching and class/nursery practice
- If any risk has been reported to a school, nursery or LEA, Link Education must also be informed.

Link Education will contact the school or nursery and if deemed necessary, the DfE will be informed in writing. Any further action will be followed through with the appropriate bodies.

Equal Opportunities

This agency is striving to achieve Equal Opportunities. This agency affirms its policy to uphold education programmes that ensure:

- racial and cultural differences are respected
- the rights of all groups are protected
- equality of opportunity for all
- the elimination of all practice which discriminates unfairly between the sexes.

This agency is also concerned for the rights of pupils with special needs and wishes to ensure that they are treated to the same opportunities as those without.

This agency requires all teachers on register to be fully aware of the implications of equal opportunities. Should you be unsure of any aspect of the above please ask your consultant to explain them to you in more detail.

This agency wishes to make clear to teachers that it is illegal in this country to have any form of physical contact with a child in the form of discipline; this includes hitting, pushing, pulling, etc. We also request that all teachers do not have any physical contact with pupils.

It is a condition of inclusion on our register that you comply with the spirit of Equal Opportunities and that you do not implement any form of physical discipline.

Data Protection

Under the terms of the Data Protection Act 2018, the information you provide on this form will only be used by Link Education for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud or shared with other bodies administering public funds solely for this purpose.

Processing of your information

I hereby give my consent to Link Education to process the following information:

- Personal data
- Name
- Date of birth
- Contact details, including telephone number, email address and postal address
- Experience, training, and qualifications
- CV
- National Insurance number
- References

Sensitive personal data

- Disability/health condition relevant to the role
- Criminal conviction
- Disqualification information
- DBS Status Checks (if applicable)

I consent to Link Education processing the above personal data for the following purposes:

- For Link Education to provide me with work-finding services.
- For Link Education to process or transfer my personal data to their client(s) in order to provide me with work-finding services.
- For Link Education to process my data on a computerised database in order to provide me with work-finding services.

The consent I give to the Company will last until consent is withdrawn.

I am aware that I have the right to withdraw my consent at any time by informing the Company that I wish to do so.

Declaration

I confirm 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.

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 I have never been the subject of a sanction, restriction or prohibition issued by the Teaching Regulations Agency or any predecessor or successor body, or a regulator of the teaching profession in any other European Economic Area country.

I confirm I am not subject to any proceedings before a professional contact panel in the UK or an equivalent body in any other country.

I confirm that I am not subject to a referral or proceedings before the Department of Education or other appropriate authority, where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008.

I confirm that I am not subject to a direction under section 142 of the Education Act 2022 which prohibits, disqualifies or restricts me from providing education at a school, taking part in the management of an independent school or working in a position which involves regulated contact 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 confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I am in possession of the certificates which I claim to hold and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory references and police checks.

Signed _____ Date _____

Schedule 1 – Required documents and information

Please see below a list of documents required to complete your file for work.

Although we require a set number of documents to complete your file for work, we appreciate it isn't always possible to get everything in place in a short time.

If you can send as much as possible prior to the appointment this will speed up the processing of your file and enable to complete your file for work.

However, if you are unable to have all in place prior to the appointment, please send what you can and we will discuss what else is required during your appointment.

- **Valid Enhanced Child Workforce DBS*** - (dated in the last 12 months OR on the Update Service)
- **Qualification Certificate(s) if qualified** - Degree, Teaching Assistant, Supporting Teaching and Learning, L3, L2** etc.
- **UK Naric** - (if necessary / overseas qualified)
- **Right to work in the UK document or card** (if applicable)
- **Two forms of ID** - Passport, Driving Licence, Birth Certificate, Marriage Certificate etc
- **2 Proof of Address documents** - Utility bills, Bank Statement, Council Tax letter etc.
- **National Insurance (NI) Number** - Shown on a payslip, P60, P45 or NI Card / Letter etc.
- **Marriage Certificate** - If qualified in a maiden name
- **Passport Style Photo** - Clear face on head and shoulder picture with clear background

*** If you require a new DBS we will discuss this with you at registration if we have not already**