

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 TRN / DfE number and date of recognition (month & year): _____

Guidance for Applicants

Your application form:

This application form plays an essential part in screening our candidates and finding the right people to work in our client schools and nurseries. The information you provide will be saved to your employee profile and will help us to complete the checks required so we can clear you for work.

Working in the UK:

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

Current & most recent employment:

We need you to provide us with your employment history, any gaps in your employment history should be explained – for example, carers and childcare responsibilities. In-line with your employment history we require contact details for at least 2 referees to cover the last 3+ years, which may include time spent at school/further education. In addition to the standard reference questions your referees will be asked to disclose any disciplinary offences or safeguarding concerns.

We are dedicated to supporting proper safeguarding practice when placing staff members into working environments with children. We take very seriously, our responsibility to thoroughly screen all of our candidates and follow proper vetting protocols, before approving anyone for work.

Employment History

Starting with your most recent job role, please list previous employment (whether paid or unpaid) providing all of the requested details. Please include periods of unemployment.

Name of Current/Last Employer:	From: <small>(DD/MM/YY)</small>	To:
Address:	Job title:	
	Salary / Grade:	
Period of Notice:	Reason for leaving:	

Previous Employment:

Name of Employer:	From: <small>(DD/MM/YY)</small>	To:
Address:	Job title:	
	Salary / Grade:	
Reason for leaving:		
Name of Employer:	From: <small>(DD/MM/YY)</small>	To:
Address:	Job title:	
	Salary / Grade:	
Reason for leaving:		

Gaps in Employment:

Dates of gap:	Reason for Gap:
Dates of gap:	Reason for Gap:
Dates of gap:	Reason for Gap:

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 paid UK experience in a relevant role.

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

Please clearly tick if you withhold consent for us to request your references prior to your registration

Employer Name: _____

Employer Name: _____

Referee Name: _____

Reference Name: _____

Referee Position: _____

Referee Position: _____

Period known: _____

Period known: _____

Address: _____

Address: _____

Tel No.: _____

Tel No.: _____

Email (required): _____

Email (required): _____

Guidelines for Practice: Safeguarding & Code of Conduct

We have a responsibility to ensure the candidates we clear to work in our client schools and nurseries are safe members of staff to be working with children. Safeguarding is a duty of care expected of everyone working in an environment with children, therefore **it is extremely important you take the time to read the below guidelines** and refresh your awareness of safeguarding .

Please follow the link below to access our Guidelines for Practice form. This can also be found on our website under resources for Candidates.

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: _____

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. We 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.

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: _____

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:

- The details provided on this application form
- Experience, training, and qualifications
- CV & References
- National Insurance number & other forms of ID (as required)
- 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 under the Disqualification under the Childcare Act 2006: www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006.
- 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 confirm I have read the Guidelines for Practice form outlining Link Education's safeguarding policies.
- 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.
- I will update Link Education immediately if any of the above changes

É F ÁL _____

SignedL _____

DateL _____

