

Application for Employment – Confidential

Application for the position of:	Where did you see the position advertised?

Title:	Forename:
Surname:	National Insurance No:
Address:	
Tel No:	
Email:	

When would you be available for work?	
If you have a disability, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.	E.g. Ground floor venue, sign language, interpreter, audio loop Other:

Current/most recent employment			
Name of employer		Position title	
Employer address		Start date	
		Salary	
		Contract type	
Tel. No.		Date of leaving or notice required	
Reason for leaving			
Position Responsibilities:			

Employment History				
Please provide a minimum of ten years' employment history unless you have fewer years of employment. Please indicate what you were doing in any gaps in your employment.				
Name and address of employer:	Date from Month Year	Date to Month Year	Position held and duties:	Reason for leaving

References

You are required to provide a reference from you current or most recent employer.
 As Pivot is an educational establishment we are obliged to follow Safeguarding Children and Safer Recruitment in Education Legislation: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
Therefore, please note, we will approach your referees should you be invited to interview. If you do not wish us to approach the referees at this stage please indicate here:

Referee 1		Referee 2	
Name of referee		Name of referee	
Relationship to you i.e. line manager		Relationship to you i.e. line manager	
Referees job title		Referees job title	
Name of company		Name of company	
Address including postcode		Address including postcode	
Contact tel. no.		Contact tel. no.	
Email address		Email address	

Qualifications

Please list all qualifications you hold and any training undertaken. Please enter your most recent qualifications at the top and work backwards through dates achieved.

Name of qualification and grade achieved	Subject(s) covered	Date qualification awarded	Institute you achieved this through (school/training co. name)

Please continue on a separate piece of paper if needed.

Suitability for role

Please refer to the job advert, job description and person specification, as well as the company website to complete this section. Please continue on a separate piece of paper if needed.

Experience

Please show how your past experience gained either through work, home or voluntary activities will contribute to your suitability for the role.

Skills

Please show that you have the skills outlined in the person specification gained either through work, home or voluntary activities:

Knowledge

Please outline your knowledge of education settings and quality standards required.

Additional/Supporting Information

You must not exceed two sides of A4 paper (CV's are NOT allowed)

Please use this section if there is any other information you wish to add in support of your application.

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Teacher Status	
Teacher reference number:	
Do you have QTS or QTLS:	
QTS certificate number (where applicable):	
Date of qualification:	

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:

It is the Pivot policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website and the recruitment page of our website at <https://pivot-group.uk/recruitment>.

If you are invited to interview you will be required to disclose your criminal record on a Self-Disclosure form and email it to the HR Team. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Data Protection

The information collected on this form will be used in compliance with Data Protection regulations. By supplying information, you are giving your consent, if appointed, to the information being processed for all employment purposes as defined by statute. The information may be disclosed, as appropriate, to the Directors, to Occupational Health, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, your form will be stored securely for a maximum of six months then securely destroyed, unless you are employed as a result of this recruitment process in which case this application form will be retained as part of your personnel record.

General Information

Are you related to or a personal friend of any employee or Board member? Yes/No

If yes, please state their name and position:

Do you possess a full clean driving licence? Yes/No

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I confirm that I am not disqualified from working with children, and that I am not subject to any sanctions by a regulatory body.
3. I hereby give my consent to the Company processing the data supplied on this application for the purpose of recruitment and selection.
4. We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Print Name: Signature: Date:

How to apply

Applications can be made via email or in writing to:

Email: recruitment@pivot-group.co.uk
Address: Pivot Group Ltd, Unit 11, Killingbeck Drive, Leeds, LS14 6UF
Tel: 0113 3204069

Equality and Diversity monitoring form

This section will be detached from the application form before shortlisting.

At Pivot we embrace and celebrate equality, diversity and inclusion. We believe that by gathering information we are better informed to monitor our policies, procedures and organisation behaviours to ensure we are effectively upholding our equal opportunities policy commitments. We aim to promote an inclusive culture and working environment and for you to feel a sense of inclusion and belonging and that your wellbeing, safety and happiness at work is as important to us as it is to you.

We need your help and co-operation to enable us to do this, but filling in this form is voluntary.

The information you provide will stay confidential and will be treated as sensitive confidential information. This means that your personal information will not be readily available to others. Your information will be stored securely. Access to this information will be limited in line with the Data Protection Act.

Gender

Male Female

Are you the same gender as you were born

Y / N

What is your sexual orientation?

Heterosexual Gay Gay man woman/lesbian Bisexual

Are you married or in a civil partnership?

Y/N If yes, please specify:

Age (please circle/highlight as appropriate) 16-24 25-29 30-34 35-39 40-44
45-49 50-54 55-59 60-64 65+

What is your Ethnic Origin?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White (please circle/highlight as appropriate)

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say
Any other white background, please write in:

Mixed/multiple ethnic groups (please circle/highlight as appropriate)

White and Black Caribbean White and Black African White and Asian Prefer not to say any other mixed background, please write in:

Asian/Asian British (please circle/highlight as appropriate)

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British (please circle/highlight as appropriate)

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group (please circle/highlight as appropriate)

Arab Prefer not to say any other ethnic group, please write in:

Disability

A disabled person is defined under the Equality Act 2010 as someone with a 'physical or mental impairment which has a substantial and long term adverse effect on that person's ability to carry out normal day-to-day activities.'

Do you consider yourself to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

Yes No Prefer not to say

Do you have a health condition you would like us to know about? Y/N

Detail if yes:

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

What is your religion or belief? (please circle/highlight as appropriate)

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Other: please specify

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please raise this if you are given an offer of employment.