

**Application form for  
employment  
(Non-teaching post)**



**Academy Trust**

*Providing Opportunities, Inspiring Success*

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### Data protection notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations
- We need to process it for our legitimate interests

*You'll find more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants.*

### Vacancy information

Application for the post of:

Job ID/reference number:

**What date are you available to begin a new post?:**

#### Recruitment monitoring

Where did you first hear about this job?:

## Disclosure and Barring and childcare disqualification

At the Interaction and Communication Academy Trust (ICAT), we are committed to Safeguarding and promoting the welfare of children and young people or adults at risk in our care. We expect all staff and volunteers to share this commitment. We are committed to equal opportunities in employment and we positively welcome your application. This position is subject to an enhanced DBS check and receipt of two satisfactory references, both of which will be requested prior to interview.

The Interaction and Communication Academy Trust (ICAT) and its Academies are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust/Academy privacy statement.

If you've lived or worked outside of the UK the Trust/Academy may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK?:** Yes No

## Right to work in the UK

The ICAT or its Academy 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.

**Sign and date:**

## 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 Exceptions Order 1975 (2013 & 2020) provide certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

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 and Barring Service before your appointment is confirmed.

Declaration

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proving to be complete and accurate d) a satisfactory medical report, if appropriate.

I confirm that I have not been disqualified from working with Children, cautioned or sanctioned in this regard.

**Signature**

**Date**

## 1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

## 2. Personal details

Personal details	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance Number	

Contact details	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

## Disability and accessibility

The ICAT and its Academies are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require:

## Relationship to the Interaction and Communication Trust and its Academies

Please list any personal relationships that exist between you and any of the following members of the Interaction and Communication Academy Trust community:

- Members
- Directors/trustees
- Local governors
- Staff
- Pupils

If you have a relationship with a member, director/trustee, local governor or employee, this does not necessarily prevent them from acting as a reference for you.

Name	Relationship	Role at the Trust/Academy

### 3. Employment history

Current employment details (non-teaching roles)						
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details	Description of responsibilities

**Previous employment**

Please provide details of previous employment. List the most recent employment first.

<b>Job title</b>	<b>Name and address of employer</b>	<b>Dates employed</b>	<b>Description of responsibilities</b>	<b>Reason for leaving</b>

## Gaps in employment

Please use the space below to explain any gaps in your employment e.g. child care, unemployment etc.

## 4. Education and training

### Education and qualifications

Please provide details of your education from secondary school onwards.  
You may be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

## Language Skills

Do you speak or write any language other than English?

Language	Speak	Write
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

## Training and professional development

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

## Additional information

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## Driving licence details

<b>Do you have a valid driving licence?</b>	
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## 5. Letter of application

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please also include your surname and the title of the post you're applying to as the filename for the attachment.

## 6. References

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you've not previously been employed, please provide details of another suitable referee.

The ICAT and its Academies reserve the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

Name	Relationship to you	Address and postcode	Contact number	Email address	Is this your current employer?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

As part of our Safer Recruitment policy and in line with statutory guidance Keeping Children Safe in Education we should advise you that your publicly available online presence will be checked as part of the shortlisting process.

What happens next?

Shortlisted candidates will be contacted after the closing date. If you do not hear from us within 4 weeks, please assume that on this occasion your application has been unsuccessful. However, do not let this stop you from applying for other vacancies within ICAT.

Please contact us if you require special arrangements or adjustments for the interview.

**I declare that the information I have given on this form is complete and accurate.**

**I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.**

Please sign the form\*

\*If you submit electronically, you will be asked to provide a true signature if you are shortlisted.

Signed:	
Print Name:	
Date	