

Application for Employment – Confidential

Pivot is an equal opportunities employer and welcomes applications from all. We apply objective scoring to our recruitment and selection process and advise you to look to the Role Profile, skills and attributes for guidance as to the requirements of the job role to which you are applying.

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

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

Application for the position of:

Where did you see the position advertised?

Title:	Surname:	Forename:
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National Insurance No:

Address:	
Postcode:	Mobile Tel No:
Home 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.	Ground floor venue, sign language, interpreter, audio loop Other:

Driving - This position has an essential requirement for you to be a driver and to have access to a car for work purposes. This includes you ensuring you have business use insurance.	
Do you have a valid driving licence?	Yes / No
Please provide details of any endorsements.	
Do you have access to a car for work purposes?	Yes / No
Do you have or will you obtain business use insurance?	Yes I have / Yes I will obtain for my start date / No

Current/Most recent employment			
Name of employer		Position Title	
Employer address		Start Date	
		Salary	
Postcode		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. If you have come directly from education, please provide a referee from your last place of education or training

Referee 1		Referee 2	
Please indicate referee type: Employer / academic		Referee Type: Employer / academic	
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	

Convictions and the Disclosure and Barring Service

Pivot Academy is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

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

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

If you've lived or worked outside of the UK in the last 5 years, the school 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 in the last [5 years]?: ☐Yes ☐No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we've received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

Any job offers made to you will also be provisional subject to receipt of a satisfactory Enhanced Disclosure and Barring Certificate.

Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment.

- Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes / No
- Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes / No

Conviction / Caution / Reprimand/ Warning	Date of conviction	Spent or unspent	Date will be spent

Disclosure and Barring Certificate

The position to which you are applying is subject to an enhanced DBS Certificate.

Do you have an enhanced DBS certificate? If yes, what is its issue date?	Have you registered for the online DBS update service?	Do you give permission for us to access your online DBS information?

Qualifications

The role is subject to essential skills and attributes as listed on the Job Profile. Also qualifications and training that may be relevant to the role. Please list all qualifications you hold. Please enter your most recent qualifications at the top and work backwards through dates achieved.

Name of Qualification (e.g. A level/degree)	Subject(s) covered	Level of qualification & Grade achieved	Date qualification awarded	Institute you achieved this through (School/Training co. name)

Please continue on a separate piece of paper if needed.

Training and Qualifications relevant to the role	
Please outline here any training and qualifications relevant to the role.	Year Awarded

Suitability for role

Please refer to the job advert, Job Profile, Skills and attributes required 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 and attributes outlined in the Job Profile 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.

Additional Information (Continued)**TEACHER STATUS**

Teacher reference number

Do you have QTS?

QTS certificate number (where applicable)

Date of qualification

Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?

Are you subject to a General Teaching Council sanction or restriction?

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 agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
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: __ / __ / ____

To apply

Applications can be made via email or in writing to:

Sarah Howarth, HR Manager – sarah.howarth@pivot-group.co.uk

Address – Pivot, John Smith's Stadium, Stadium Way, Huddersfield, HD1 6PG

T: 01484 766350

RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the school community:

Update this list and the sentence below, as appropriate

- Governors
- Staff
- Pupils

If you have a relationship with a [governor, trustee, local governor] or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at School

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 woman/lesbian ☐
Gay man ☐ 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.