



# APPLICATION FORM

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<b>POST:</b>	School Business Manager
<b>SCHOOL:</b>	Dorothy Barley Junior Academy
<b>NAME:</b>	
<b>DATE:</b>	

**SECTION 1 – PERSONAL DETAILS**

Title (Mr, Mrs, Miss, Ms, Dr, Other):	Home Telephone No:
Surname:	Mobile Telephone No:
Forename:	Email address:
Names previously known by if applicable:	Date of birth:
Full address:	National Insurance number:
	Teacher's reference (if applicable):
Where did you hear about REAch2 and this opportunity?	

**SECTION 2 – EDUCATION***(please include any higher education degrees in this section)*

Institution(s) attended	Date (start to end)	Qualifications gained including grade

**SECTION 3 - PROFESSIONAL TRAINING AND DEVELOPMENT***(Please include details of any relevant training or staff development)*

Institution(s) attended	Date (start to end)	Course completed

**SECTION 4 – CURRENT EMPLOYMENT***(please include a full employment history, since leaving education)*

Employer's name:	Position held:
Date commenced:	Date of leaving if applicable:
Notice period:	Grade/salary:
Reason for leaving	
Description of duties and responsibilities	

**SECTION 4 – PREVIOUS EMPLOYMENT**

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

**PREVIOUS EMPLOYMENT**

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

**PREVIOUS EMPLOYMENT**

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

**PREVIOUS EMPLOYMENT**

Employer's name:		Position held:	
Date commenced:		Date of leaving if applicable:	
Notice period:		Grade/salary:	
Reason for leaving			
Brief description of duties and responsibilities			

**SECTION 5 – Gaps**

*If you have any gaps in your employment history or you have lived/travelled overseas please use this section to provide details.*

**SECTION 6 – PERSONAL STATEMENT**

*(Your personal statement should provide evidence/ examples of how you meet the person specification and your ability to carry out the job description. You could use the headings provided in the job description to structure your personal statement. Your personal statement should be no longer than the equivalent of three sides of A4).*

**SECTION 7 – REFERENCES** Please note that if you provide details you give us permission to request a reference. *(Please provide the names, addresses and occupations of two referees, one of whom should be your present or last employer).*

First Reference	Second Reference
Name:	Name:
Occupation:	Occupation:
Is this your current employer: YES NO	Is this your current employer: YES NO
Company address:	Company address:
Email address:	Email address:

**SECTION 8 – DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

REAch2 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.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice](#) website. For further impartial advice, please visit – [NACRO](#).

If you are successfully shortlisted you will be expected to complete a self-declaration form prior to your interview, and if you secure the role, each year of your employment, if appropriate for the role.

Any convictions listed on a DBS check and/or in the self-declaration form will be considered on a case-by-case basis.

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.

Disqualification under the Childcare Act 2006. Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:

- provide relevant childcare provision
- be directly concerned in the management of such provision

Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the relevant offences and orders section of this guide ([Disqualification under the Childcare Act 2006 Guidance](#)), unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake.

For all posts that meet the childcare disqualification criteria in addition to an enhanced DBS check with child barred list check, you will also be required to complete a childcare disqualification declaration form prior to your interview, and if you secure the role, each year of your employment.

Any data processed as part of the DBS check / childcare disqualification check will be processed in accordance with data protection regulations and the REAch2's privacy notice.

If you have lived/travelled outside of the UK for more than 6 consecutive months within the last 10 years REAch2 will require you to obtain a criminal records check from the relevant country. If you answer 'yes' to the question below, we may contact you for additional information in due course.

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

**Have you lived or worked outside of the UK in the last 10 years?**  Yes  No

## SECTION 9 – DATA PROTECTION STATEMENT

The information that you provide on this form and within your CV (if submitted) will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our [applicant privacy notice](#).

### Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false declaration or misleading statement or a significant omission; for example seeking employment with the knowledge I am on the barred list, may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 6 months.

By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above.

## SECTION 10 – OTHER DECLARATIONS

Are you related to any member of the governing body? (*any canvassing direct or indirect will disqualify you from applying*)

Yes  No

If Yes, please give details:

To the best of my knowledge and belief, the information on this application form is correct.

Signed:

Date:

## SECTION 11: DISABILITY AND ACCESSIBILITY

REach2 has 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 are called for an interview, please state the arrangements you require:

Arrangements:

## SECTION 12: RETURNING YOUR COMPLETED APPLICATION FORM

*(Please return your completed application form and return all documents to the contact given).*

Name:	Cathy Leicester
Email address:	<a href="mailto:cathy@reach2.org">cathy@reach2.org</a>
Closing date:	30 <sup>th</sup> January 2022