



Education 1st
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Guidelines on the application form

Thank you for your interest in applying for a job with Education 1st.

We've put the following guidance together to help you understand how our processes work and how to fill in your application form as effectively as possible. You are advised to read them before you start.

CVs will not be accepted. All relevant information should be provided on the application form and a covering letter of (maximum 2 sides of A4). Selection will be made from this information only, so statements such as "see previous application" or "refer to personal file" [if an internal applicant] will not be acted upon.

Making your application

Understanding the job

Information about the job can be found in the attached documentation:

- The job advertisement gives brief details about the job.
- The job description gives the duties and accountabilities in more detail.
- The criteria on the person specification shows the knowledge, skills and experience you will require to do the job.

All this information should give you a clearer idea of what the job is about, and you can then decide whether you want to submit an application.

The application form

How you complete the application form is very important, because shortlisting from this form is the first stage of the selection procedure. The information you give will be used to decide whether you will be invited to interview.

All applications, from both internal and external candidates, are considered against the criteria contained in the employee specification.

Applicants must meet at least all the essential criteria contained in the employee specification to be considered for an interview for the job in question.

If there are a large number of applicants, the desirable and advantageous criteria will also be considered, so it's extremely important that you indicate how you meet all the essential criteria and as many of the other criteria as possible so we have a full picture of your skills, experience and abilities.

If you need to continue on a separate sheet for any of the sections please do so, making sure that the additional information for each section is clearly headed, eg "Training".

Please explain any gaps in your employment history.

Please send the completed application form admin@education-1st.org.uk

Convictions and Disclosure

Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, for certain jobs, employers are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exception Amendment) Order 1986 sets out details of all the jobs to which this applies and the job you have applied for is included in the list. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 in the attached guidance.

Equality of opportunity

Education 1st is an equal opportunities employer and particularly welcomes applications from groups currently under-represented in the workforce. It is essential that we monitor the effectiveness of our policy, and to help us do this we appreciate your cooperation in completing all sections of the personal details form. This information will not be used when shortlisting, and all information will be treated in the strictest confidence.

References

If you are in paid employment, your current employer should be named as someone we can approach for a reference. References will be taken up before the interview stage. No appointment will be made without two satisfactory references being received.

If you have not been employed before, you should give the name of someone who will be able to comment on your skills and abilities, such as a teacher or lecturer, or other professional person who is not a friend or relative. A second referee can be a family friend who will provide a character reference, but the relationship should be stated.

You should ask permission from your proposed referees prior to naming them.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partners, close friends are generally not acceptable referees.

Right to work

All employers must ensure that they only employ people who have a right to work in this country. All successful applicants will have to provide original documentation which proves they have the right to work and live in the UK.

Late applications

The completed application form must reach us by the stated closing date. Late applications will not be considered unless there are exceptional circumstances. Please note: It is **your responsibility** to ensure that Education 1st receives your application by the closing date indicated on the covering letter.

Recruitment files

Application forms and recruitment files are confidential documents and will normally only be seen by those who need to see them in order to recruit and select.

Complaints procedure

If you feel you have not been treated fairly you can write to the Managing Director who will investigate your complaint. More details about our complaints policy can be found on our website www.education-1st.org.uk.

Please note that complaints can only be raised about the application of the recruitment and selection policy, not about the appointment decision.

Education 1st
Application For Employment Form
(Work with Children)

Information for applicants

Please note that a high level of vetting is undertaken on candidates and that the definition of working with children is widely drawn.

The level of Disclosure required for this post is ENHANCED.

Further information about the Disclosure and Barring Service can be found at

www.gov.uk/government/organisations/disclosure-and-barring-service

APPLICATION GUIDELINES.

- All sections of the form must be completed
- CV's will not be accepted

Position applied for:
Closing Date:
How did you first find out about the vacancy:

Education: If offered a post you will be asked for original evidence of your qualifications on appointment. Education 1st reserves the right to approach any number of education providers to verify qualifications stated. Please continue on a separate sheet if necessary.

Full record of secondary schools, colleges or universities attended	Full (F) or Part (P) time	From	To	Exams passed and qualifications gained (including NVQs), including grades

Training (e.g. short courses; further development)

Course title	Date	Qualification (if appropriate)

Membership of professional bodies(by examination) and date of admission:

Present/most recent employer (this may be paid or unpaid)

Job Title:	Salary: £
Brief description of job and main duties:	
Start date in this job:	End date (if appropriate):
Name and address of employer:	
Post code:	Telephone no:
Email:	

How much notice do you need to give?

Full record of previous employment (this may be paid or unpaid) since leaving education

Please put most recent job first. Any dismissal or redundancy must be clearly stated. Please indicate if any previous employer or voluntary group involved with has closed down.

Name and address of employer	Job title and main duties	From	To	Reason for leaving	Final salary

Gaps in employment or training Please indicate and explain **ALL** gaps in employment since first leaving education.

Date from	Date to	Reason for gap

FURTHER INFORMATION

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification. You should refer to these and the enclosed guidance notes when completing this sheet. You may also wish to outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet if necessary.

Please note you should complete this section with enough evidence to demonstrate how you meet all of the essential criteria. Failure to complete this section will invalidate your application from the shortlisting process.

References

It is Education 1st practice to take up references when applicants are invited for an interview. Please give the name and address of two referees from whom we may seek information regarding your suitability for employment. **One of the referees must be your current/most recent employer (see guidance notes).**

Please note where the nominated referee is from a school the reference request must be to the Headteacher, therefore please provide details below for the Headteacher.

Please note that, in addition to your two nominated referees, any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal applicants). Checks may also be made on referees and their relationship to you. Family, ex/current partners, close friends are generally not acceptable referees.

Please provide all of the following information for nominated referees:

Name:	Name:
Job Title:	Job Title:
Relationship to you:	Relationship to you:
Address:	Address:
Tel No. (Incl. area code):	Tel No. (Incl. area code):
Fax:	Fax:
E-mail:	E-mail:

dismissed without notice and may be prosecuted under the Theft Act'. **If filling this document electronically, you will be asked to sign a paper copy at interview.**

Signed:	Date:
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Monitoring for equal opportunities

To help us make sure we are recruiting fairly we would be grateful if you would share the following personal information with us.

Education 1stis committed to being an employer of choice by a wide and diverse range of people. We are working to eliminate discrimination, promote equality and to recruit and retain a suitably skilled workforce. In order to realise this commitment we must have accurate information about the people who apply for jobs. The information we collect will be kept confidential and will only be used to review our employment practices.

Thank you for your cooperation.

Ethnic origin: Please note that these categories reflect those used in the 2001 Census.

How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box.

White	WU	British	<input type="checkbox"/>
	WI	Irish	<input type="checkbox"/>
	WO	Other white	<input type="checkbox"/>
Mixed	MC	White and black Caribbean	<input type="checkbox"/>
	MA	White and black African	<input type="checkbox"/>
	MS	White and Asian	<input type="checkbox"/>
	MO	Other mixed	<input type="checkbox"/>
Asian or Asian British	AI	Indian	<input type="checkbox"/>
	AP	Pakistani	<input type="checkbox"/>
	AB	Bangladeshi	<input type="checkbox"/>
	AS	Other Asian	<input type="checkbox"/>
Black or Black British	AC	Caribbean	<input type="checkbox"/>
	AA	African	<input type="checkbox"/>
	AO	Other black	<input type="checkbox"/>
Chinese or other	AH	Chinese	<input type="checkbox"/>
	OE	Other ethnic group	<input type="checkbox"/>
	UU	Don't know/not sure	<input type="checkbox"/>
	RF	Would rather not state	<input type="checkbox"/>

Religion/belief

How would you describe your religion/belief?		
C	Christian	<input type="checkbox"/>
B	Buddhist	<input type="checkbox"/>
H	Hindu	<input type="checkbox"/>
J	Jewish	<input type="checkbox"/>
M	Muslim	<input type="checkbox"/>
S	Sikh	<input type="checkbox"/>
O	Other	<input type="checkbox"/>
N	None	<input type="checkbox"/>
U	Don't know/not sure	<input type="checkbox"/>
R	Would rather not state	<input type="checkbox"/>

Sexual orientation

How would you describe your sexual orientation?		
H	Heterosexual	<input type="checkbox"/>
G	Gay/lesbian	<input type="checkbox"/>
B	Bisexual	<input type="checkbox"/>
U	Don't know/not sure	<input type="checkbox"/>
R	Would rather not state	<input type="checkbox"/>

Criminal records, convictions, cautions, reprimands, final warnings, bans etc

Important Information

Please read and sign the declaration at the end of this section

- 1 Education 1st meets the requirements in respect of “exempted questions” under the Rehabilitation of Offenders Act (1974) and is thereby a Registered Body with the Disclosure Service provided by the Disclosure and Barring Service. It conducts checks as necessary, with the applicant’s permission, under the Disclosure and Barring Service Code of Practice.
- 2 Jobs working with children (ie all under-18s) or vulnerable adults are exempt under the Rehabilitation of Offenders Act (1974) by virtue of an amended Exceptions Order. This means that **you cannot withhold information about any relevant spent or unspent convictions in applying for this post (please see attached guidance)**. You are also asked not to withhold information about relevant cautions, reprimands, final warnings, bans and other non-conviction information such as police enquiries and pending prosecutions.
- 3 Checks may also be made with Local Authority Child Protection Registers where you have lived in the past. In applying for this post you are giving permission for such Registers to be checked and for the local authorities concerned to share relevant information with Education 1st for the purpose of your application for employment. You are also giving permission for any number of past employers to be contacted regarding this application for employment.
- 4 The level of Disclosure for this post is Enhanced.
- 5 Shortlisted applicants will be asked to bring proof of identity with them to their interview e.g. current passport or new-style driving licence, plus at least one item of address related evidence. The Chair of the panel will ask to see these documents and explain that, if successful, you would then be asked to apply for Disclosure. To apply you will be given a Disclosure Application Form to fill in and return under separate confidential cover to a designated person within the Department. Alternatively, you might prefer to ring the DBS for a form. The completed form will be seen only by those who need to see it as part of the selection process.
- 6 Before a final offer of appointment is made, Education 1st will countersign your Disclosure Application Form prior to it being sent to the DBS. You will receive your own copy of the results of the check directly from the Disclosure Service.
 - a) Do you have a criminal record or have you ever been banned from working with children (up to 18) or vulnerable adults? **Yes** **No**
 - b) Have you ever been the subject of **any** proven formal investigation(s), complaint(s) or the like in relation to your work with children or vulnerable adults, whether in a paid or voluntary capacity or carried out privately? **Yes** **No**

If your answer is yes to either of these questions and you are shortlisted, the panel will discuss this at interview. You may wish to provide documentation concerning these which should be sent in a separate sealed envelope

IMPORTANT: In the event of answering yes to the above questions, it is important to note that your application will be treated on its merits. A criminal record is not necessarily a barrier to employment. It will

be weighed according to relevance and the circumstances and background to your record. A copy of the School's Policy re the recruitment of ex-offenders is available if you wish to see it.

Are you subject to a ban under The Safeguarding Vulnerable Groups Act 2006 which prevents you from working with children or vulnerable adults? **Yes** **No**

Statement:

I confirm that I have read and understand the above provisions. If filling this form electronically you will be asked to sign a paper copy if you are invited to an interview.

Signed..... Date.....

Disabilities

Education 1st encourages people with disabilities to apply for employment.

If you have a disability (as defined by the Equality Act 2010) and meet the essential criteria for the post you will receive an interview.

Please tick if you have a disability

You do not have to declare a disability but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you advise us.

In relation to any disability would you require special facilities or assistance at interview:

Yes **No**

If yes please give details below:

FILTERING OF CAUTIONS AND CONVICTIONS

This document provides guidance on the convictions which do not need to be declared on your application form. Please read carefully before answering this question. Further information is available from: www.gov.uk/government/organisations/disclosure-and-barring-service

The filtering rules (which remove certain old and minor convictions and cautions, reprimands and warnings from a DBS Certificate) were developed by the Home Office and the Ministry of Justice and introduced with new legislation:

The legislation is:

- Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

The Filtering Rules.

For those 18 or over at the time of the offence:

An adult **conviction** will be removed from a DBS Certificate if,

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the range of offences which will never be removed from a certificate, which include serious sexual and violent offences. (*see Exceptions to the Rules*). If a person has more than one offence, then details of all their convictions will always be included.

An adult **caution** will be removed after six years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

For convictions, the same rules apply as for adult convictions, except that the elapsed time period is five and a half years.

For cautions, the same rules apply as for adult cautions, except that the elapsed time period is two years.

Exceptions to the Rules

Some offences will never be removed from a DBS Certificate. These include the most serious sexual and violent offences. You can view this specified list of offences

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check