**Thank you for your interest in our organisation. Please take a moment to read the Guidance Notes prior to completing your application form. We welcome visits from prospective candidates and if you would like to arrange a visit, please email the HR Department:**

**Guidance Notes**

**Before Completing Your Application Form**

The application form is an essential part of our selection process, and the information you provide will help us to fairly select a pool of candidates for interview. It is important that you complete the application form in full. If you would like to complete it by hand, please use black ink.

**Completing Your Application Form:**

* **Read** the advertisement, Job Description and Person Specification.
* **Section 3:** As part of our safer recruitment processes, we require your full employment history since leaving secondary education and you must provide further information about all gaps in employment. Failure to provide this information may result in your application being rejected.
* **Complete** all sections in full (including gaps in employment Section 4).
* **Section 8**: Demonstrate how you meet the skills required for the role and try to give examples. Include as much detail as possible about your experience in previous roles and how this will make you effective in the role. Explain what has motivated you to apply and how you will contribute to the organisation and support the development of our young people.
* **Curriculum Vitae (CV)** We do not accept CVs as part of our selection process, therefore, please do not include one with your application.

**Commitment to Safeguarding**

The post for which you are applying gives access to vulnerable young people. The organisation is committed to safeguarding and promoting the welfare of children and young people and all staff are expected to share this commitment.

It is a criminal offence for any person who is barred from working with children, vulnerable groups or young people, to apply for a position at the organisation. If you are shortlisted for interview, you will be asked to complete a criminal record self-declaration form before your interview (see Section 10 for further information).

Employment is conditional upon the results of a number of satisfactory clearances including:

* An identity check
* An enhanced Disclosure and Barring Service (DBS) check (with a barred list check for those working in regulated activity) which will indicate your suitability to work with children and/or adults.
* Where a person has lived or worked overseas any further checks the organisation considers appropriate so that relevant events that occurred outside the UK can be considered.
* Right to work in the UK check.
* Verification of professional and other qualifications.
* Professional references.
* Verification of fitness to work check.
* An online search, undertaken at the shortlisting stage.

References will be sought prior to interview and we will ask about your performance and conduct, including any disciplinary action taken and/or allegations/issues relating to children and young people in order that your suitability to work with children/young people can be assessed. Successful applicants will be required to complete Safeguarding and Prevent training prior to appointment. The training will be regularly updated and successful candidates will be expected to report any concerns about the safeguarding of young people in accordance with the agreed procedures.

**How We Use Your Information**

Applicants must share with us all the relevant information requested in this application form. Please be reassured that any information provided will be treated in the strictest confidence. We will use the information provided on this form and information collected from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes:

* To assess your suitability for the role for which you have applied.
* To assess your suitability to work with vulnerable young people and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of young people).

If your application is successful, the organisation will retain the information provided on your file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

All applications received are handled in accordance with the requirements of the GDPR and Data Protection Act 2018. Further information on how your data is used is provided in the External Privacy Notice which can be found on our website.

**SECTION 2**

**References**

* Please provide the name and full contact details of at least two referees, one of which must be from your current or most recent employer.
* If you have worked/volunteered with children and/or young people previously, include details of your referees to cover this time period.
* If you are in, or have just completed full time education, one referee should be from your College/University.
* Neither referee should be a relative or someone known to you solely as a friend.
* We will also seek details of any disciplinary procedures you may have been subject to involving issues relating to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired.
* If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought.
* If you have previously lived or worked overseas we may take up references from your overseas employers.
* All references will be sought electronically, and we may telephone your referees in order to verify the reference they have provided.
* It is important that you make your referees aware of the possibility that they will be asked to supply a reference.
* For those staff applying for a role within Young Peoples’ Services we will make contact with all your previous employers from within the Care sector to ask about your suitability to work with vulnerable young people.
* We intend to take up references on all shortlisted candidates before interview (where candidates have indicated they are happy for us to do so). If you do not wish for us to contact your referees prior to interview you **must** indicate at Section 2 (Page 6).
* It is essential that you provide full contact details for all your referees including a valid email address.
* For those candidates who have been self-employed for a significant period of time and are therefore unable to provide details of 2 professional referees, please contact a member of the HR team for advice.

**SECTION 11 & 12**

**Safeguarding & General Declaration**

Where application forms have been signed electronically and if you are successfully shortlisted for interview, you will be asked to sign a paper copy of your declaration, in person, on the day of your interview.

**EQUAL OPPORTUNITIES MONITORING FORM**

**How this form will be used:**

Fairfield Trust is committed to equality of opportunity for all job applicants and employees and ensures that no individual receives less favourable treatment on any of the protected characteristics under the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. As part of this commitment, we collect monitoring data on all applicants for our roles. This monitoring form is voluntary but the information we collect is very useful in helping us to ensure we are inclusive in our advertising and recruitment. The information you provide on this form will be used for statistical monitoring except in the case of disability, where it may be used to identify reasonable steps, we can take, to assist you through the selection process, if applicable.

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| **Title:** | **Surname:** |
| **First Names:** | |
| **Position applied for:** | |

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| **Age** (please tick as appropriate) | | | |
|  | Under 16 years |  | 45 – 54 years |
|  | 16 – 24 years |  | 55 – 64 years |
|  | 25 – 34 years |  | 65+ years |
|  | 35 – 44 years |  | Prefer not to disclose |

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| **Ethnicity** (please tick as appropriate) | | | |
|  | Arab |  | Mixed – White and Asian |
|  | Asian or Asian British – Indian |  | Mixed – White and Black African |
|  | Asian or Asian British – Pakistan |  | Mixed – White and Black Caribbean |
|  | Asian or Asian British - Bangladeshi |  | Mixed – Other |
|  | Asian or Asian British - Chinese |  | White – British |
|  | Asian or Asian British – Other |  | White – Irish |
|  | Black or Black British – African |  | Gypsy or Irish Traveller |
|  | Black or Black British – Caribbean |  | White – Other |
|  | Black or Black British - Other |  | Other Ethnic Group |
| If ‘Other’ or you prefer to use your own term, please state: | |  | Prefer not to disclose |

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| **Gender** (please tick as appropriate) | |
|  | Female |
|  | Male |
|  | Non-Binary |
|  | I prefer to use my own term (please state): |
|  | Prefer not to disclose |

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| **Do you Identify as Trans?** (please tick as appropriate) | | | | |
|  | Yes | | | |
|  | No | | | |
|  | I prefer to use my own term (please state): | | | |
|  | Prefer not to disclose | | | |
| **Religion and Belief (**please tick as appropriate) | | | | |
|  | | Buddhist |  | Muslim |
|  | | Christian |  | Non-Religious (Atheist, Humanist etc) |
|  | | Hindu |  | Sikh |
|  | | Jewish |  | Other (please state): |
| I prefer to use my own term (please state): | | |  | Prefer not to disclose |
| **Sexual Orientation** (please tick as appropriate) | | | | |
|  | | Bisexual |  | Heterosexual/Straight |
|  | | Gay/Lesbian |  | Prefer not to disclose |
| I prefer to use my own term (please state): | | | | |

A close-up of a sign

Description automatically generatedWhilst you do not have to declare a disability, we are committed to promoting employment opportunities for people with disabilities, who can face additional challenges to gaining employment. As part of this commitment, we offer an interview to any disabled person who declares a disability and meets the minimum criteria for the job. **It is important to note** that there may be rare occasions where it is not practical or appropriate to interview all disabled people that meet the minimum criteria for the job. **For example,** in certain recruitment situations such as where there is a high number of applications, the school / academy may have to limit the overall numbers of interviews offered to both disabled people and non-disabled people. In these circumstances the organisation may select the disabled candidates who **best** meet the minimum criteria for the job rather than **all** of those that meet the minimum criteria, as they would do for non-disabled applicants.

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| **Do you Consider Yourself to have a Disability?** (please tick as appropriate) | |
| The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial and  long-term adverse effect on a person’s ability to carry out normal day-to-day activities’ | |
|  | Yes |
|  | No |
|  | Prefer not to disclose |
| If you have answered ‘Yes’ above, please give an outline of the nature of the disability: | |
| If you have answered ‘Yes’ above, what considerations can we make to ensure you can attend and take part in the selection process, if shortlisted? | |

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| **Where did you first find out about this role?** (please tick as appropriate) | | | |
|  | Internal Candidate |  | Referred by a Friend or Colleague |
|  | FFC Website |  | White Horse News |
|  | HNC Website |  | Twitter |
|  | Indeed Website |  | Facebook |
|  | Wiltshire Council Website | | |
| Other: | | | |

**Data Protection & GDPR**

Fairfield Trust keeps job applicants on file for a minimum of six months, to conform with our Equality and Diversity, Accessibility & Single Equality Scheme Policy. We keep your name and address, and details of your application. By completing this form, you agree to your personal data being kept on file after the interview process for 6 months regardless of whether you are successful or not. If you do not want us to do this please indicate in the box below.

**I do not want you to keep my details on file if I am unsuccessful in my application.** □

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| **Application Form** | |
| Fairfield Trust is committed to safeguarding.  We recruit in line with safer recruitment guidance set out by the Department for Education in 'Keeping Children Safe in Education'.  As part of this and to check a candidate's suitability for the role, we reserve the right to conduct online searches for any shortlisted candidates, which includes social media. | |
| You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and completed in full. | |
| **SECTION 1** | |
| **Position applied for:** |  |
| **Closing date:** |  |
| **Where did you first learn of this vacancy?** |  |

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| **Personal details and contact details** | | | | |
| **Surname:** |  | | **Title:** |  |
| **First name(s):** |  | | | |
| **Middle name(s):** |  | | | |
| **Previous name(s):** |  | **National insurance number:** | |  |
| **Home address:**  **Postcode:** |  | | | |
| **Home telephone:** |  | | **Mobile telephone:** |  |
| **Email:** |  | | | |

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| **Entitlement to work in the UK** |
| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK. If you have any restrictions that apply to you please give details here: |

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| **SECTION 2** | |
| **References** | |
| Please provide details of two referees who can comment on your suitability for this post. Referee 1 must be your current or most recent employer or your course tutor if you are currently in or have just left, full time education. Reference 2 should be a previous employer. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not accepted. | |
| **Referee 1 (current or most recent employer)**  **May be contacted prior to Interview:**  **Yes/No (please indicate)** | **Referee 2 (previous employer)**  **May be contacted prior to Interview:**  **Yes/No (please indicate)** |
| **Name:** | **Name:** |
| **Relationship to applicant:** | **Relationship to applicant:** |
| **Position:** | **Position:** |
| **Employer/University/College Name:** | **Employer/University/College Name:** |
| **Address:** | **Address:**, |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |

Our organisation will approach previous employers for information to verify your suitability to work with children/vulnerable adults including any conduct related to safeguarding concerns. If you are successful at interview, any employment offer will be subject to two satisfactory references and any additional pre-employment checks.

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| **SECTION 3** | | | |
| **Current Employment** (or last employment if not currently employed) | | | |
| **Employer name:** |  | | |
| **Start Date:** |  | **End Date:** |  |
| **Post held and duties:** |  | **Salary:** |  |
| **Reason for leaving (if applicable)** |  | | |

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| **Previous employment:** Please list your **full** **employment history** since leaving school and use additional boxes/sheets if necessary. Please include education, employment and voluntary work. Gaps in employment must be accounted for in Section 4. When providing reason for leaving, please confirm that you were not under investigation for, or subject to, any disciplinary sanctions in relation to your conduct at the time of leaving/dismissal. If you were, please provide details.  Failure to provide this information may result in your application being rejected. | | | | |
| **Name and Address of Employer** | **Post held and duties** | **Start Date**  **(dd/mm/yy)** | **End Date**  **(dd/mm/yy)** | **Reason For Leaving** |
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| **Name and Address of Employer** | **Post held and duties** | **Start Date**  **(dd/mm/yy)** | **End Date**  **(dd/mm/yy)** | **Reason For Leaving** |
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| **SECTION 4** | | |
| **Gaps in Employment:** Please identify and explain any gaps in employment or education training (of more than 4 weeks) since leaving secondary education. Include specific dates and be sure to account for all gaps**. Missing or incomplete information will cause a delay in the shortlisting process and your application may be rejected.** | | |
| **Dates from: (DD/MM/YYYY)** | **Dates to:**  **(DD/MM/YYYY)** | **Reason for gap:** |
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| **SECTION 5** | | | | |
| **Education: We require all education history from secondary GCSEs onwards.** (Certificates must be provided at interview, if successfully short-listed) | | | | |
| **Name of Education Establishment** | **Qualifications, Further Education & GCSEs** | **Level & Awarding Body** | **Subjects** | **Date of Award** |
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| **SECTION 6** | | |
| **Other Training and Development** (Include professional, vocational or job-related training) | | |
| **Title and brief description of course** | **Awarding body** | **Date** |
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| **SECTION 7** | | |
| **Membership of Professional Associations or Statutory Body** | | |
| **Organisation name** | **Level of membership/registration no.** | **Reg. date** |
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| **SECTION 8** | | | | |
| **Supporting Statement** | | | | |
| Please use this section to tell us about yourself and what has motivated you to apply for this role. We would like to hear examples of your relevant skills and experience along with your passion to learn and develop. Our Person Specification outlines what we are looking for in our candidates, so please read this carefully and write as much as you can to demonstrate your ability to undertake the role. Continue on a separate sheet if necessary. | | | | |
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| **SECTION 9** | | | | |
| **Additional Information** | | | | |
| **Do you have a close/family relationship to any existing employees?** | **YES** | | **NO** | |
| **Do you hold a valid driver’s licence?** | **YES** | | **NO** | |
| **Do you require an Employment of Children’s Work Permit?**  (Children under the age of 16 require a permit until the last Friday of June in their school year of Year 11) | **YES** | | **NO** | |
| **Please confirm whether this will be your only employment?** | **YES** | | **NO** | |
| If no, provide details including days and hours worked and whether full or part-time: | | | | |
| **Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?** | **YES** | | **NO** | |
| **Have you been dismissed from any previous employment?** | **YES** | | **NO** | |
| If yes, provide details (including details of any investigations in relation to your conduct at the time of dismissal): | | | | |
| **Have you ever been subject to any sanctions being placed on your professional registration, by a regulatory or licensing body in any country?** Sanctions may include: Warnings, conditions, limitations, suspension, removal or any other restrictions that have applied to your professional registration? | | **YES** | | **NO** |
| If yes, provide details: | | | | |
| **Have you lived outside the UK for more than three months in the past five years?** | | **YES** | | **NO** |
| If yes, please give details: | | | | |

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| **SECTION 10** |
| **Rehabilitation of Offenders Act 1974**  All posts involving direct contact with young people, children and vulnerable groups are exempt from the  Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that 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](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide) can be found on [the Ministry of Justice Website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) Prior to interview, shortlisted candidates will be required to complete a criminal convictions  self-declaration where you will be asked to provide details of all unspent convictions and those that would not be filtered (please see link above for filtering guidance). If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

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| **SECTION 11** | | | |
| **Safeguarding Declaration**  **This post involves working in Regulated Activity under the Safeguarding Vulnerable Groups Act 2006 and is subject to an Enhanced DBS with barred list check (i.e. adults, children or both). It is a criminal offence to apply for or accept a position working with adults at risk and/children if you have been barred from engaging in regulated activity with the relevant group (i.e. adults, children or both).**  I declare that the information I have given on this form is complete and accurate and that:   * I am not included in the list of people barred from working with children and/or adults as maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006. * I am not subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, Secretary of State or other regulatory body. * If you are not currently barred from working with children and/or adults, have you been referred to the Disclosure and Barring Service (DBS) for consideration to be added to one of the barred lists? If yes, please provide details:   Please sign below to confirm: | | | |
| **Signed:** |  | **Date:** |  |
| **Print name:** |  | | |

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| **SECTION 12** | | | |
| **General Declaration**  Deliberate omission or falsification of information could lead to the disqualification of my application or later disciplinary action, withdrawal of any offer of appointment or dismissal, if appointed. Completion of this form is taken as consent to process the information that I have provided. I understand that:   * The appointment is subject to satisfactory clearances. * Providing false information is an offence which could result in my application being rejected or - if the false information comes to light after my appointment, I may be subject to disciplinary action which could lead to summary dismissal and that applying to a post working with children or adults when I have been banned may amount to criminal offence. * I consent to the organisation processing the information in this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process. * I consent to the organisation making direct contact with the people specified as my referees.   Please sign below to confirm that the information you have provided is accurate: | | | |
| **Signed:** |  | **Date:** |  |
| **Print name:** |  | | |

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| **Data Protection**  Data Protection accordance with the Data Protection Act 1998, this organisation will only use the information given on this application form to determine your suitability for this post and to monitor equal opportunities. By completing this application form you agree to your personal data being kept on file after the interview process for 6 months regardless of whether you are successful or not. |

**Please return this completed form, along with the Equal Opportunities Monitoring Form to:** [**jobs@ffc.ac.uk**](mailto:jobs@ffc.ac.uk)

**Or to:**

The HR Department

Fairfield College

43 High Street

Dilton Marsh

Westbury

Wiltshire

BA13 4DL