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| SEVA EDUCATIONAPPLICATION FORM |

Post applied for:

Date:

Where did you hear about this job?

Please read our **Child Protection and Safeguarding Policy** by following this link [here](https://www.sevaeducation.com/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.pdf) or scan the QR code.

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.

A qr code with a few black squares

Description automatically generated**PRIVATE & CONFIDENTIAL Please complete in type or black ink**

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| **PART A – Personal Details** | | |
| Title | Mr/ Ms/ Mrs/ Miss | |
| First name |  | |
| Middle Name |  | |
| Last name |  | |
| If you have been known by any other names, please list these here along with the dates used: | | |
| Current Address  Postcode |  | |
| Telephone number | Day  Evening  Mobile | |
| Email |  | |
| Date of Birth |  | |
| What is your sex? | Male  Female  Prefer not to say | |
| Do you have Qualified Teacher Status? **(Yes / No)** | |  |
| Date of Recognition as Qualified Teacher: | |  |
| 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? | |  |
| Subject(s) Taught | |  |
| Age ranges taught | |  |
| Have you completed a period of  probation/induction? **(Yes / No)** | |  |
| DfE number: | |  |
| National Insurance Number: | |  |

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| Are you registered with the Teaching Agency? **(Yes / No)** |  |
| Do you have right to work in United Kingdom? **(Yes / No)**  **If yes, please state on what Basis:** | UK Citizen  EU Settled Status  Skilled worker Visa  Graduate Visa  Youth mobility Visa  Other – please provide full details in the space given below |
| Do you require a certificate of sponsorship to work in the UK? **(Yes / No)** |  |
| Are there any other restrictions on you working in the UK? **(Yes / No)** |  |

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| If yes, please provide details: |

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| **Part B – Education and Training** | | | |
| Please give details of all academic and/or vocational qualifications you have obtained which are relevant to this post. | | | |
| **Name of establishment or awarding body, Location of School/college/university** | **Subject** | **Qualification gained (including grades, awarding body and date of award)** | **Date attended (month and year)** |
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| **Training and Professional Development** | | | | |
| Please give details of trainings undertaken in the last 3 years and any professional qualifications that are relevant to your application. | | | | |
| **Date attended (month and year)** | **Length of course** | **Course Title** | **Qualification gained** | **Course provider** |
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**Please continue a separate sheet if necessary.**

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| **Part C – Employment History** | | | | | | | |
| Name of the current employer:  Address & Post code:  Telephone:  Email: | | | | | | | |
| Post held: | | | | | | | |
| Permanent/Temporary: | | | | | | | |
| Part-time/Full-time: | | | | | | | |
| Date started: | Until: | | | Salary: | | Grade: | |
| Key roles and achievements: | | | | | | | |
| **Reason for leaving:** | | | | | | | |
| **Please provide a full history in chronological order of all occupations, periods of training and voluntary work carried out since leaving secondary education. Please include details of what you were doing if not employed or in education/training.** | | | | | | | |
| **Name and full address of organisation inc. telephone number** | | **Job title/Occupation/Education** | **Dates Employed** | | **Description of responsibilities** | | **Reason for leaving** |
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| **Part D - Experience/relevant skills/further information** | | | | | | | |
| Use this section to show how you meet the criteria for this post drawing on all aspects of your education, skills and experience. Please ensure that you address all criteria on the person specification. | | | | | | | |

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| **Part E – Verification of Employment and Declarations** | | | |
| **Referees.** Please give the names of two people who can provide you with a reference. One should be your current or most recent employer. If you are not currently working with children, but have done so in the past, then one of your references should be from that employer. References will not be accepted from relatives or friends. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Occupation/status |  | Occupation/status |  |
| Company Name, Address & Postcode |  | Company Name, Address & Postcode |  |
| Telephone No. |  | Telephone No. |  |
| Email |  | Email |  |

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| **Part F – Gaps in employment/education history** |
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**Please choose Yes or No, if you do not wish for Seva Education to approach your present employer until, and if, a firm offer of employment has been made**: **(YES/NO):**

We will seek to obtain references for all shortlisted candidates prior to interview. We will ask for any necessary confirmation of relevant qualifications and whether there have been any disciplinary offences, whether or not these are time expired, relating to children or whether the applicant has been the subject of any child protection concerns, along with the outcome of any enquiry.

We reserve the right to seek any additional references we deem appropriate.

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| **Declaration of Interests** |
| Are you related or do you have a close personal relationship with any of the following members of school/trust community: **YES /NO**:  Update this list and the sentence below, as appropriate   * Governors/Trustees * Teacher/other staff member at the school * Local Councillor * Pupils   If you have answered ‘yes’, please give details: (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/Trust)** | |  |  |  | |  |  |  | |  |  |  | |
| If appointed, do you have any business and/or financial interests which might conflict with the duties of this post? **(Yes / No) \_\_\_\_\_\_**  If you have answered ‘yes’, please give details: |

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| **Rehabilitation of Offenders Act and Declaration of Fitness to work with Children** |
| The successful applicant for this position will be required to provide a satisfactory Enhanced DBS check and are required to subscribe and maintain Disclosure and Barring Service (DBS)updated service. Position will not be granted without confirmation that the subscription is in place.  This post is exempt from the Rehabilitation of Offenders Act (1974). This means that you must declare all convictions, cautions and bind-overs, regardless of whether they would be considered to be ‘spent’ for the purposes of this Act.  If you have any such convictions, cautions and bind-overs, you must include details of these in a separately attached, sealed envelope, marked as ‘confidential’. |
| I have convictions, cautions and/or bind overs: **(Yes / No) \_\_\_\_\_\_**  If, ‘yes’ – I have attached details of the above in a separate envelope: **(Yes / No) \_\_\_\_\_\_** |
| I confirm that I am not listedon Barred List disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g., the General Teaching Council (GTC) and that the information I have provided about any convictions, cautions and bind-overs is accurate and complete.  **Signed: Date:** |

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| **Please indicate if you have a disability that you would like the school to take into account:**  **(Yes / No) \_\_\_\_\_\_**  **If you have answered ‘yes’ please give details of any assistance you need during the recruitment and selection process:** |
| **Declaration and fair processing statement** |
| **I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment. Failure to disclose information or providing false information may result in rejection of the application form and/or disciplinary action being taken, including dismissal.**  This school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose.  **Signed: Date:** |

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| **DECLARATIONS:** | |
| DBS Update Service registration number |  |
| DBS Update Service registration date |  |
| Restrictions on being resident or being employed in the UK? Yes/NO  If yes, please provide the details. |  |
| Lived outside the UK for more than three months in the past five years? Yes/No  If yes, please provide the details.   1. Country Name and Dates lived? 2. Provide Police clearance certificate /Overseas criminal record(Yes/No)? 3. What led you to travel and/or work abroad? 4. Can you explain the type of work you undertook while overseas? 5. Were any of the roles you held while overseas similar to the one you’ve applied to our school? |  |
| * **Additional recruitment checks may be conducted related to time spent abroad.** * **Online checks may be conducted as part of our due diligence process.** | |

**Please return completed applications to:** [**recruitment@sevacaregroup.com**](mailto:recruitment@sevacaregroup.com)

**Reference Checking Consent and Authorization Form**

**Disclosure**

**Please read the information on this form carefully and completely.**

I have applied for employment with Seva Education and have provided information about my previous employment. I authorize Seva Education to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanour, rehire potential, dates of employment, salary and employment history.

My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to Seva Education. I knowingly and voluntarily release all former and current employers, references, and Seva Education from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment.

I further authorize the Seva Education to obtain feedback and references from my supervisors over the course of my employment with the Seva Education. I understand that subsequent and continued employment with the Education may be subject to this feedback. This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which

I sign.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY INTERVIEW RECORD**

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| Interviewed by: Date: |
| Interviewer’s report and reasons for decision as indicated below: |
| Decision: (Tick as applicable)  Accept\_\_\_\_\_\_\_\_ Reject\_\_\_\_\_\_\_\_ Further Interview\_\_\_\_\_\_\_\_\_\_  Rejection letter sent: Yes/No |

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| **APPOINTMENT RECORD** (To be completed where there has been an offer of employment). | |
| Right to work in UK status? Yes/No  Appropriate documentary evidence checked. | |
| CONDITIONAL OFFER LETTER  Date sent:  Response:  Acceptance/Refusal/No reply | REQUESTS FOR REFERENCES  Date sent:  Response:  Good/Satisfactory/No Reply/Suspect/Unsuitable |