

**CONFIDENTIAL**

**APPLICATION FOR EMPLOYMENT WITH  
THE CASTLE PARTNERSHIP TRUST**



Before completing, please ensure you have read the Job Details on our website.  
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We follow Safer Recruitment procedures.

Application for the Post of	
Closing Date	
How did you hear about this job?	

**PART A: PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address (If preferred method of communication & in regular use)	
Date of Birth (Required for all posts involving working with children)	

**Declaration**

I confirm that I am entitled to live and work in the United Kingdom.  
I am willing for this data to be held and processed by The Castle School and to be verified with relevant third parties. This may include previous employers.  
The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police.

Signed		Date	
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If you apply online and are successful, you will be asked to sign your application.

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**PART B: PRESENT (OR MOST RECENT) EMPLOYER**

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities.			
Please explain why you are applying for this post at this time:			

**PART C: EMPLOYMENT HISTORY (MOST RECENT FIRST)**

Please give as much relevant information as possible. For posts working with children and vulnerable adults, you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. Continue to new page if required.

Dates From/To (MM/YY)	Name & Address of Employer	Job Role	Final Salary and Reason for Leaving

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**PART D: ACADEMIC, PROFESSIONAL AND VOCATIONAL QUALIFICATIONS**

Exams Passed (Level) Qualifications & Memberships <b>(Most Recent First)</b>	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

\*For posts working with children/vulnerable adults you must provide all dates.

**PART E: TRAINING/CONTINUING PROFESSIONAL DEVELOPMENT**

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent /dates	Outcome - Grade Achieved (Where applicable)

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**PART F: PERSONAL STATEMENT**

**Key competencies, knowledge and skills:**

Use this part of the form to tell us about yourself. We would like to know what you feel you will bring to the role in terms of your personality, skills and aptitudes (include experience and achievements gained outside of the workplace). Continue on a separate piece of paper (but no more than 2 sides of A4 please) if you need to.

**If the application pack requests specific information, please include it here.**

Empty box for personal statement.

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**PART G: SUPPLEMENTARY INFORMATION**

<b>Personal Transport:</b> For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
<b>Positive About Disability:</b> We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Disclosure of Criminal Offences:</b> The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'. If you do not have any pending prosecutions, convictions, cautions and bind-overs please state 'None'	
If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any otherwise 'spent' convictions, cautions and bind-overs. Please also detail if your name is on the Barred Lists maintained by the Disclosure and Barring Service of those disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the Health Care Professionals Council or by the Secretary of State for Education. If you do not have any of the above to declare please state 'None'.	

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**Please read the following instructions carefully.**

**PART H: REFERENCES AND DECLARATIONS**

**References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be a manager representing your current or most recent employer. References will not be accepted from relations or people who know you solely as a friend.

**Because this post involves working with children, all references will be requested for shortlisted candidates prior to interview and all gaps in employment must be accounted for.**

**\* If you are applying for a post working with children or vulnerable adults**

Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

<b>Name of first referee *</b>	
Job Title of Referee	
Name of organisation	
Dates of Employment	From:     /     To:     /
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
<b>Name of second referee</b>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Dates of Employment	From:     /     To:     /
Email address if available	
Daytime telephone number	
Relationship to you	

**EQUAL OPPORTUNITIES POLICY - RECRUITMENT MONITORING**

The Castle Partnership Trust has a Policy of Equal Opportunities. Part of this involves a fair and equitable recruitment based on merit irrespective of race, colour, nationality, religion, sex or sexuality, age, disability, gender, ethnic or national origin, marital status, domestic responsibilities, political or trade union activity. (These are only examples; other forms of discrimination will be avoided also). We ask all applicants to provide the information requested below to monitor the effectiveness of the Policy and in particular our recruitment processes.

The information will be treated as confidential and will be used to monitor the fairness of our recruitment practices and will help to ensure that the Trust's equal opportunities information on employees is kept up to date. Analysis of this information will highlight whether action is required to redress areas of inequality.

*Please complete the form, ticking the boxes when necessary.*

<b>Name:</b> <b>Post applied for:</b> <b>Closing date of post:</b>
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<b>1a. Are you currently employed by The Castle Partnership Trust?</b> <i>(If NO go to Question 2)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>1b. Are you applying for a post within the same Team that you currently work in?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>2. Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
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<b>3. Please indicate your age bracket:</b>					
16-25 years old	<input type="checkbox"/>	36-45 years old	<input type="checkbox"/>	56-65 years old	<input type="checkbox"/>
26-35 years old	<input type="checkbox"/>	46-55 years old	<input type="checkbox"/>	65+ years old	<input type="checkbox"/>

<b>4. Do you have caring responsibilities for dependent children or dependent adults?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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<b>5. How would you describe your Ethnic Origin? (incl. UK born or settled)</b>						
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other (Please state)
Black African	<input type="checkbox"/>	Gypsy	<input type="checkbox"/>	White European (not UK)	<input type="checkbox"/>	
Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White UK	<input type="checkbox"/>	

<b>6. If you consider yourself to have a disability please indicate the nature of this:</b>				
Mobility impairment	<input type="checkbox"/>	Sight impairment	<input type="checkbox"/>	Other ( <i>Please state below</i> )
Hearing impairment	<input type="checkbox"/>	Learning difficulties	<input type="checkbox"/>	

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### Questions and answers

**I consider myself to have a mixed ethnic background - can I indicate this on the monitoring form?**

You can indicate a mixed ethnic background by ticking as many boxes as required in the Ethnic Origin section alternatively please describe your Ethnic Origin. In all cases this monitoring form is self-classification.

**I am unsure if I have caring responsibilities.**

Part of the Equal Opportunities Policy sets out the Trust's commitment to avoid discrimination on the grounds of domestic responsibilities. This question is self-classification - if you consider that you have caring responsibilities please indicate this.

**I am unsure whether to classify myself as a disabled person.**

Under the Equalities Act 2010, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. The definition includes people who have been diagnosed with HIV, cancer and MS.

It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.

**Why do you need to know if I am currently employed by The Castle Partnership Trust?**

The School is committed to promoting equality of opportunity and access for all people including those who are employees of the School and external or internal candidates applying for a job with the School whether full-time, part-time, job share, permanent or temporary.

The School is committed to actively monitoring the recruitment and promotion paths of its employees and will regularly review recruitment practices to remove any which are restrictive because they are based on perceived attributes which are irrelevant, or based on assumptions which are unjustifiable in terms of an individual's ability to do a job.

Please send the completed application form and any additional information (no CRBs or certificates or unsolicited references please) via email to [Recruitment@castle.somerset.sch.uk](mailto:Recruitment@castle.somerset.sch.uk)

Or post to

Mr R Trowbridge  
The Castle School  
Wellington Road  
Taunton  
Somerset TA1 5AU

**Thank you for your interest in this post and The Castle Partnership Trust**