

The Serendipity Centre Ltd



every child deserves a chance

APPLICATION FOR EMPLOYMENT

Position Applied For:	
Closing Date For Application:	
Are you willing to be considered for other posts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where did you first learn of this vacancy?	

Please return the completed form to hr@serendipity-education.com

PERSONAL DETAILS AND CONTACT DETAILS	
Family name:	
Forename/s:	Also known as:
Title:	Date of Birth:
Home address (including post code):	
Preferred method of contact:	Telephone (h):
Telephone (w):	Telephone (m):
E-mail:	
National Insurance Number:	DfES No (if qualified teacher):

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 – do you have any restrictions that apply to you? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes – please provide details of the restrictions:
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CURRENT OR MOST RECENT EMPLOYMENT	
Employer's name:	
Employer's address:	
Start date:	End Date (if applicable):
Position Held:	
Duties and responsibilities:	
Reason for leaving:	
What is your contractual period of notice:	Current salary:

EMPLOYMENT HISTORY

Start with the most recent employment from the end of full time education. Please photocopy and attach additional pages as necessary providing the same information outlined below, ensuring **any gaps** in employment are clarified to ensure we comply with our **Safer Recruitment** procedure.

Employer's name:	
Employer's address:	
Start date:	End Date (if applicable):
Position Held:	
Duties and responsibilities:	
Reason for leaving:	
What is your contractual period of notice:	Current salary:

Employer's name:	
Employer's address:	
Start date:	End Date (if applicable):
Position Held:	

Duties and responsibilities:	
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Start date:	End Date (if applicable):
Position Held:	
Duties and responsibilities:	
Reason for leaving:	
What is your contractual period of notice:	Current salary:

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Employer's address:	
Start date:	End Date (if applicable):
Position Held:	
Duties and responsibilities	
Reason for leaving:	
What is your contractual period of notice:	Current salary:

GAPS IN EMPLOYMENT

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever the length.

Dates From:	Dates To:	Reason for Gap:

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EDUCATION

Please state qualifications gained. Successful applicants will be required to produce evidence (as original or certified copies) of any qualifications.

Secondary and Further Education (please list order of attendance)	Dates		Qualifications gained including subjects, grades or results expected
	From	To	

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RELEVANT QUALIFICATIONS/CERTIFICATES/ACHIEVEMENTS

Include any short courses or work-based training that you have attended

Establishment or awarding body	Date(s)	Qualifications gained including subjects, grades or results expected
		Click or tap to enter a date.

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS OR STATUTORY BODY

Organisation Name	Level of Membership/Role/Registration No. (if applicable)	Registration Date:

Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. * If Yes – please provide details in a sealed envelope and attach with this form.

Yes No

REASON FOR APPLYING

The Serendipity Centre is a centre of excellence in the education and care of young people with behavioural, emotional and social difficulties. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided).

Please continue on another sheet if necessary and attach to this form

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ADDITIONAL INFORMATION

Do you hold a current UK or EU driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any driving convictions? If yes, please give details including dates:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can you drive cars with a manual gearbox?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you willing to drive young people on off-site activities and appointments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you know any member of staff who works for the Company? If yes, please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you know any young person at the Centre or in our care? If yes, please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of a Child Protection Investigation or allegation? If yes, please explain:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If appointed this will be: Your only paid employment <input type="checkbox"/> Your main paid employment <input type="checkbox"/> Secondary paid employment <input type="checkbox"/>	
Have you ever been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been dismissed from any previous employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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If yes, please indicate which employment and specify the reasons for your dismissal (please use a separate sheet if necessary):

Please be advised that if you are short listed for interview the panel will discuss this with you and your current or previous employers.

Enhanced DBS Check:

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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 and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further information

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**
- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- Criminal record certificates will only be issued directly to the applicant. TSCL will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). TSCL abide by the DBS Code of Practice, The Children's Homes (England) Regulations 2015 and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes No

If yes, please give details in the space provided below. The information you provide will be treated in confidence.

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes No

If yes, please give details in the space provided below. The information you provide will be treated in confidence.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Do you have a current Enhanced DBS Certificate? Yes No

Are you registered on the UPDATE service Yes No

Certificate number:

Issue date:

Are you currently the subject of any police investigations following allegations made against you?

Yes No

If yes, please give details in the space provided. The information you provide will be treated in confidence.

Confidential References (Please ensure referees know this reference is being requested)

You are required to give the details of three people to act as referees. You should give the name of your Line Manager in your present or most recent employment as one referee (or your Head Teacher or Tutor if you are a College or University leaver). Please note that friends and relatives may **not** act as referees and all offers of employment are subject to receipt of satisfactory references.

Present Employer

Name:

Relationship:

Organisation :

Position held:

Address:

Telephone:

E-mail:

Name:	Relationship:
Organisation :	Position held:
Address:	
Telephone:	E-mail:

Name:	Relationship:
Organisation :	Position held:
Address:	
Telephone:	E-mail:

If you are selected for an interview we will wish to take up references. We would prefer to contact your referees beforehand as this simplifies the process.

Can we contact your referees prior to interview?

Yes No

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Safeguarding Declaration

I declare that the information I have given on this form is complete and accurate and that:

- I am not barred or disqualified from working with vulnerable groups, children and young people
- 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

Declaration

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

DATE

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. We will keep application forms of unsuccessful candidate for six months before being destroyed.

PERSONNEL MONITORING INFORMATION (OPTIONAL)

The Serendipity Centre has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide in this section will be used for statistical monitoring only and is not part of the interview selection process.

If you consent to the following data being collected and used for these statistical monitoring purposes please tick the following box to indicate informed consent.

This consent may be withdrawn at any point by emailing erin.maguinness@serendipity-education.com.

1. Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>		2. Age:		
3. Marital Status Single <input type="checkbox"/> Partnered <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/>				
4. Country of Birth:				
5 Ethnic Origin: Please indicate below (tick one box only)				
White	Mixed	Asian or Asian British	Black or Black British	Chinese or other ethnic group
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> African	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Turkish or Turkish Cypriot	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi		
		<input type="checkbox"/> Tamil		
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Any other mixed background	<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Any other black background	<input type="checkbox"/> Any other ethnic group
6. Sexual Orientation				
Bisexual <input type="checkbox"/> Gay <input type="checkbox"/> Heterosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Transgender <input type="checkbox"/> Prefer not to say <input type="checkbox"/>				
7. Religion (please tick one box only, categories determined by Office of Population Census)				
Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/>				
All other religions, beliefs or faiths <input type="checkbox"/> No religion <input type="checkbox"/> Prefer not to say <input type="checkbox"/>				

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