



1st Floor Old Brewery House,
189 Stanmore Hill, London, HA7 3HA
Email: admin@inspiredlearninggroup.co.uk
Telephone: 020 7127 9862
Website: www.inspiredlearninggroup.co.uk

Application Form

The personal data you provide on this form will be used by Inspired Learning Group for the purposes of recruitment, employment and statistical analysis only. If you are not appointed to a post the form will be destroyed after 6 months.

Inspired Learning Group is committed to the safeguarding of children, and child protection screening will apply to this post. Some of the information we are requesting you to provide on this form is for this purpose.

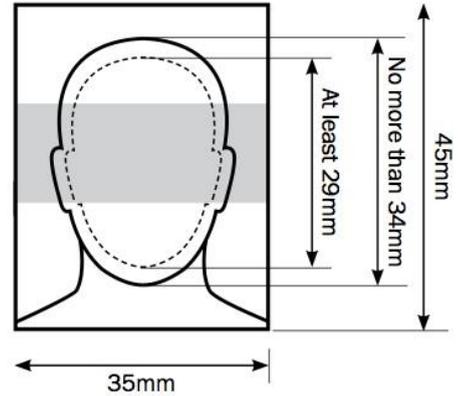
Position applied for:

Section 1: Personal details

Title: Dr/Mr/Mrs/Miss /Ms	Forenames:	Surname:
Date of birth:	Former name:	Preferred name:
Teacher registration number (if applicable):	National Insurance number:	
Address: Postcode:	Telephone number(s): Home: Work: Mobile: Email address:	
Previous Addresses (if resident at current address for less than five years): Postcode:		
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide details:		
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide Teacher Reference No.		
Are you registered with the GTC?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you read the School's child protection policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In terms of the selection process, do we need to accommodate any adjustments for you if short listed? If yes, please provide details on a separate sheet.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 1: Personal details

If you do not have a valid photo ID (*passport or driving license*), then please paste a **Passport Size Photo** on the space provided →



Section 2: What Hours Are You Applying For?

Full Time Work					
Part Time Work					
Part Time Work	Minimum of	hours or	days		
Part Time Work	Maximum of	hours or	days		
What hours are you available to work?					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning					
Afternoon					
How did you hear about this vacancy?					
<p>In order to comply with the Asylum and Immigration Act (1996), please state whether or not you have been a permanent UK resident for the last three years.</p> <p>YES () NO ()</p> <p>(if no, please give date of entry into UK)</p>					
Do you require a Work Permit?					

Section 3: Working Overseas

Have you ever worked overseas? Yes / No

If Yes state your:

Start Date:

End Date:

Reasons for Migrating?

.....

.....

Section 4: Education

Please start with most recent

Name of school/college/university	Dates of attendance	Examinations			
		Subject	Result	Date	Awarding body
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				
	From: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/> To: dd / mm / yy <input type="text"/> / <input type="text"/> / <input type="text"/>				

Please be aware that you will be required to bring your original certificates to interview - all offers of employment will be subject to proof of these. Photocopies will not be accepted. If you wish to add any comments regarding your certificates or education please do so here.

Section 5: Membership of any Professional Institutions

--

Section 6: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 7: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on leaving:

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Brief description of responsibilities:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 8: Previous employment and / or activities since leaving secondary education

(most recent first - please account for all gaps in employment)

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving			
From:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
To:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
From:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
To:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
From:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						
To:						
dd / mm / yy						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>						

Section 9: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates.

--

Section 10: Additional Information

Do you know any existing employees or governors at the school? YES/NO

If so, how you know them?

Do you have a current clean driving licence: YES/NO

What is your nearest Mainline/Tube Station?

Are you interested in studying or training for a higher qualification?

How long would it take you to travel to the School?

Anything you wish to tell us about your personal and family circumstances, including any special needs:

Section 11: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

--

Section 12: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 13: Sanctions, restrictions and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If answering "Yes" to any of the questions in Section 2 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.

Section 14: Criminal record

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service, including a Children's Barred List check, for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see 0 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so please read 0.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see 0).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any relevant court action pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.		

The position for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986. This means that you are required by law to disclose all spent and unspent criminal convictions. You should also include any cautions or pending actions, or if you were bound over. Where no convictions have been recorded against you, write **NONE** across the boxes

OFFENCE	DATE OF CONVICTION	SENTENCE

If you are convicted later during the application process, you must inform ILG. I certify that, to the best of my knowledge, the information that I have entered is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal.

Section 15: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer, or if you have not been employed, your school head teacher or college tutor. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Email address:	Email address:
May we contact prior to Interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 16: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's recruitment policy and child protection policy is enclosed with this application form / is available for download from the School's website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

How we use your information

We will use the information which you have provided on this form, and which we collect 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 children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

Further information on how the School uses personal data is set out in the School's Privacy Notice, which can be found here [\[link\]](#).

Section 17: Declaration**FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN YOUR APPLICATION BEING WITHDRAWN**

The information that you provide on this form and that obtained from relevant sources will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help monitoring the recruitment process. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We will check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law, including as part of the DBS process. By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998. You consent to the School making direct contact with the people specified as my referees to verify the reference.

As part of signing this declaration, you also agree to ILG checking your suitability to work with children. You also agree to provide the relevant documents to apply for an Enhanced Disclosure Check. I declare that all information provided on this application is true and correct and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment. I understand that to knowingly give false information, or to omit any relevant information, will result in my application being withdrawn from the recruitment process; or could result in the withdrawal of any offer of appointment; or if in employment may result in disciplinary action, including dismissal and possible criminal prosecution.

Name:	
Signature:	Please sign once form is printed
Date:	

DISCRIMINATION

ILG is committed to eliminating prejudice, discrimination and harassment against any employee, individual or group on the grounds of age, class, religion or belief, gender, disability, race (ethnic or national origin), sexual orientation, HIV status, or employment status, e.g. part-time workers. Timedance Limited is also committed to the active promotion of equal opportunities in its employment practices in the work it undertakes and in the provision of all its services. The following will be used solely for monitoring our diversity information and recruitment activity. It will be treated as confidential under the terms of the Data Protection Act 1998 and will not be used to assess suitability for the job or in the selection decision.

GENDER:	Male	Female	DATE OF BIRTH:
----------------	-------------	---------------	-----------------------

ETHNIC MONITORING - ethnic origin is not the same as nationality; place of birth or citizenship, but about your broad ethnic group. (Please note these categories are provided and recommended by the office for national statistics as supported by Code of Practice on Racial Equality in Employment.)

Please state your ethnic group:

White British	
Mixed – White and Black Caribbean	
Asian or Asian British	
Black or Black British	
Other Ethnic Group, please state	
NATIONALITY	

Appendix.1. Spent convictions and the DBS filtering rules

Spent convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order

Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Prison sentences of more than two and a half years are never considered spent.

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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