

# Cantell

S C H O O L

Challenge



Co-operation



Courtesy



Commitment



Creativity



## The Cantell Cs

### **Welcome to Cantell!**

We are a school dedicated to providing an exceptional learning experience for all students, whilst also supporting them to become mature, self-confident and well-rounded adults.

The four cornerstones of Cantell's exceptional school experience are:

- Academic excellence***
- Exciting teaching and learning***
- Life-changing opportunities***
- A richly diverse community***

Please find enclosed an application form that require completion. If you need any help completing this form, please contact the HR Office, by emailing [recruitment@cantell.co.uk](mailto:recruitment@cantell.co.uk)

Post applied for:

**Post title:**

**Closing Date:**

Please return this form to Cantell School, by sending it to [krecruitment@cantell.co.uk](mailto:krecruitment@cantell.co.uk)

This form should be completed in full. You should **NOT** send a **C.V. (curriculum vitae)** as an alternative to completing any section of this form. However you may use additional sheets of paper if there is not enough space to enter relevant information on any section. Please complete the form clearly in black ink or typescript.

Your application will be judged solely on the information provided **in accordance with the person specification.**

Personal Details

Surname: _____		Title (Ms, Miss, Mrs, Mr etc) : _____	
Forenames: _____			
Home Address: _____			
		Post Code : _____	
N.I. Number : _____			
Telephone Number(s) (to include STD codes)			
		Home ☎: _____	
		E-mail 📧: _____	
		Mobile ☎: _____	
		Work ☎: _____	
May we contact you at work?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Please note we will exercise the utmost discretion should you authorise us to contact you at work.</b>			

Please give the relevant information about your education and qualifications obtained with dates.

Secondary Schools, Colleges and Universities attended	Dates		Qualifications gained or pending (please state subject, level and date obtained)	Grade
	From	To		

**N.B. You will be asked to produce the certificates where your qualifications are a requirement of the job**

Do you have any non-vocational experience/skills which may be relevant to your application?  
 e.g. family duties, voluntary work, leisure interests      **Yes**       **No**   
 If yes, please state

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Do you have any language skills?      **Yes**       **No**   
 If yes, please state languages and level of skill (including sign language interpretation)

Membership of Professional Bodies

Body	Grade of Membership	By Examination Yes/No	Date

Present Employment (if applicable)

Current Employer \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Date appointed \_\_\_\_\_  
 Notice period required \_\_\_\_\_  
 Current wage/salary \_\_\_\_\_  
 Grade \_\_\_\_\_ Scale \_\_\_\_\_  
 Please also list any other jobs you currently have (*paid or unpaid*)



**Have you previously worked for Cantell School?**

**Yes**  **No**

Please provide details of your most recent appointment:

Dates (From/To): \_\_\_\_\_

Position: \_\_\_\_\_

#### Other Relevant Information

Other relevant information and experience including current duties. The information you provide in this section will be used in assessing your application. Please use this space to state your reasons for applying for the post relating your skills, experience and personal qualities to the person specification and requirements of the job. If you are a disabled person, but are unable to meet some of the job requirements because of your disability, please document this in this section.

**Please continue on a separate sheet if necessary.**

Miscellaneous

Are you related to an existing employee of the school or student Yes  No   
If Yes, please give: Name: \_\_\_\_\_

Do you have a business or potential business relationship with the Yes  No   
person named above?

Driving Licence

Do you have a full current driving licence? Yes  No   
If yes, please indicate which class of vehicle this covers (*please use the letters detailed on your licence*)

\_\_\_\_\_

Job Share

Do you wish to apply for this post on a job share basis? Yes  No   
If yes, I would prefer to work/I can only work: Days \_\_\_\_\_ Hours \_\_\_\_\_  
If there are no other applicants wishing to job share would you be willing to consider the post on a full time basis? Yes  No

References

Give the name and address of two referees of whom confidential enquiries may be made regarding your suitability for the post. One should be your present or last employer, the other preferably a previous employer or someone who has known you in a professional capacity. If you are a School, College or University leaver, your Headteacher or Tutor. **PLEASE PRINT DETAILS**

Name _____	Name _____
Post title _____	Post title _____
Organisation _____	Organisation _____
Address _____	Address _____
Post Code _____	Post Code _____
Telephone (incl. STD code) _____	Telephone (incl. STD code) _____
E-mail _____	E-mail _____
Capacity in which known to you _____	Capacity in which known to you _____
It is normal for us to contact both referees after shortlisting. May we contact your referees at this stage? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>	

## Rehabilitation of Offenders Act

You have been asked to provide details about previous convictions for criminal offences. You should read the attached guidance notes before doing so.

**It is essential that you complete and return the attached Rehabilitation of Offenders Act Form.**

### Declaration

I confirm to the best of my knowledge that the information given in this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment. (WARNING: Any person appointed to the Authority having given false information will be liable to summary dismissal)

Signed \_\_\_\_\_

Date \_\_\_\_\_

PLEASE GIVE ANY DATES ON WHICH YOU WOULD NOT BE AVAILABLE FOR INTERVIEW:

## **General Data Protection Act 2018**

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the General Data Protection Act 2018, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months then destroyed. If you are a successful candidate, relevant information will be taken from this form and used as part of your personnel record.

Cantell School is an Equal Opportunities Employer. Its aim is to ensure that it does not discriminate in the selection for employment or retention and promotion in employment against, or in favour, of any person on the grounds of their race or ethnic origin, marital status, sex, sexual orientation, gender reassignment or religion, and shall actively promote ways of employing a higher proportion of disabled people amongst its workforce.

Within the Application Form you have been asked to indicate whether you are a disabled person. Please read the following notes in conjunction with the application form.

Cantell School recognises its responsibilities in respect of disabled people and undertakes to:

- comply with the employment provisions of the Disability Discrimination Act 1995;
- give disabled applicants full and fair consideration for all vacancies;
- provide, as practical, suitable facilities and accommodation for disabled people;
- provide full and fair opportunities in general for the training, career development and promotion of disabled employees.

To ensure that its Equal Opportunities Employment Policy is working and does not discriminate, the Trust supported by the Trade Unions considers it essential to keep up to date information about job applicants. Accordingly, all applicants are requested to complete the information on ethnic origin which will be treated as strictly confidential and used for statistical purposes only.

To help you complete the ethnic information the following categories apply:

### **WHITE:**

- **British:** Persons born in the United Kingdom whose recent forebears came from the United Kingdom.
- **Irish:** Persons born in Ireland whose forebears came from Ireland

### **BLACK OR BLACK BRITISH:**

- **Caribbean:** Persons whose forebears originated in, or came from, a Caribbean island.
- **African:** Persons whose forebears originated in, or came from, an African country.

### **CHINESE OR OTHER ETHNIC GROUP:**

- **Chinese:** Persons whose forebears originated in, or came from, the Chinese sub-Continent including China, Vietnam etc.
- **Other:** Self defined groups not included in the other categories.

### **ASIAN OR ASIAN BRITISH:**

- **Indian:** Persons whose forebears originated in, or came from, India.
- **Pakistani:** Persons whose forebears originated in, or came from, Pakistan.
- **Bangladeshi:** Persons whose forebears originated in, or came from, Bangladesh.



The following information is required in order that the School's Equal Opportunities Policy can be monitored effectively. (Please refer to guidance notes)

Please tick the box from the list below which best describes the ethnic group to which you belong:

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex: Male  Female

**White**

- British
- Irish
- Other White background

Please specify

**Black / Black British**

- Black Caribbean
- Black African
- Other Black background

Please specify

**Chinese / other ethnic group**

- Chinese
- Any other background

Please specify

**Asian / Asian British**

- Indian
- Pakistani
- Bangladeshi
- Other Asian background

Please specify

**Mixed**

- White & Black Caribbean
- White & Black African
- White & Asian
- Other mixed background

Please specify

Do you consider yourself to have a disability? Yes  No

Is there anything we need to know about your disability in order to offer you a fair selection interview? (For example a signer or an accessible interview room)

How did you hear about this vacancy?

Please specify: Job Centre  Word of Mouth  Website

Advertisement (please specify)

Other (please specify) \_\_\_\_\_

**Please ensure you read this information before submitting your application**

**Posts exempt from the Rehabilitation of Offenders Act**

You have been asked to provide details about previous convictions and cautions for criminal offences. You should read these guidance notes before doing so.

**The Trust's policy is that the disclosure of a criminal record, or other similar information, will not necessarily debar you from appointment. In making a decision the Trust will consider the nature of the offence(s), relevance to the post, how long ago and what age you were when it was committed and any other factor which may be relevant.**

The job for which you have applied is exempt from the Rehabilitation of Offenders Act 1974. This means that you must provide information about ALL previous convictions, including those which, in other circumstances, would be thought of as 'spent' (including a corresponding court martial punishment).

**The Aspire Community Trust meets the requirements in respect of exempted questions under the Act. Applicants for posts who are offered employment will be subject to a Criminal record check with the Police or the Criminal Records Bureau before employment is confirmed. For some posts this will include details of cautions, reprimands or final warnings as well as convictions.**

An offer of employment may be withdrawn, or employment may be terminated, if any relevant information, which was not disclosed, is revealed by subsequent checks.

If there is information which you are required to disclose, please complete the sections on the reverse of this form.

You are asked to provide details of previous convictions and cautions for criminal offences. You should read the attached guidance notes before doing so.

Details of conviction(s) including court(s) passing sentence	Date(s) of conviction(s)

I agree that, if necessary, the information I provide may be checked against police records. I understand that an offer of appointment may be withdrawn or dismissal may result if previous convictions for any criminal offences are not disclosed.

Signed \_\_\_\_\_ Dated \_\_\_\_\_