**SWARTHMORE APPLICATION**

**FOR EMPLOYMENT**

(Please note that CVs will not be accepted)

**Swarthmore is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.  The centre is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or beliefs, sex or sexual orientation.   Successful candidates will be required, where appropriate, to undergo a Disclosure and Barring service (DBS) Disclosure Check**.

**CONFIDENTIAL**

Please complete electronically or in black ink. All application forms should be signed.

#### JOB APPLIED FOR

#### PERSONAL DETAILS

Last name First name

Any former names by which you have been known in the past:

Home address Address for correspondence (if different)

Postcode Postcode

Telephone (day) Telephone (evening)

Email Email

 References may be taken up by email before interview. One should be from your current or most recent employer. Can we approach your referees prior to interview? **Yes / No**

### REFERENCES

*NB Internal candidates do not need to provide referee details as references will have been obtained prior to you being employed.*

Name Name

Position Position

Address Address

Telephone Telephone

Email Email

| **EDUCATION AND QUALIFICATIONS** Candidates will be asked to bring supporting evidence of qualifications to interview. |
| --- |
| **School, College, University or educational establishment** | **Examinations taken or being studied for** | **Examination result and grade** |
|  |  |  |

| **TRAINING - Professional / Occupational / Equal Opportunities** |
| --- |
| **Training establishment** | **Course attended or qualifications gained** |
|  |  |

| **EMPLOYMENT****Please list a full history of employment, both paid and voluntary, since leaving school, starting with the most recent in chronological order, including any periods of further education or training.** **Please include reasons for leaving and reasons for any gaps in employment.** |
| --- |
| **Dates****From: To** | **Employers’ name and address** | **Position held and brief description of duties** **(Include reasons for leaving)** |
|  |  |  |

|  |
| --- |
| Please read carefully both the Job Description, which shows the duties involved, and the Person Specification which shows the experience, skills and knowledge you need to do the job. Refer to these and include paid or voluntary work or life experience to tell us why you are suited to the job. You will need to meet the ESSENTIAL criteria to be selected for an interview.Please limit your information to 2 sides of A4, including this one. |

If applicable for this job, please show teaching availability (enter a X in the boxes as appropriate)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | tues | WEd | Thurs | fri | sat | sun |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening |  |  |  |  |  |  |  |

Should you be selected for interview, are there any dates when it would be impossible for you to attend? Yes / No

Details:

*Swarthmore Education Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment’.*

Swarthmore is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

* adult cautions (simple or conditional);
* **unspent** conditional cautions;
* **unspent** convictions in a Court of Law; and
* spent convictions that are **not protected** as defined by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020** .

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by Swarthmore and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in disciplinary action being taken by the Organisation which may result in dismissal. During the course of your employment with Swarthmore, should you be arrested by the police you are obliged to notify the Director of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which may result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

**DECLARATION**

I hereby declare that, to the best of my knowledge, the information contained on this form is true and correct. I understand that any omissions or false statements on this form may justify disciplinary action being taken against me that may result in dismissal from the organisation’s service. The information on this form may be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations.

If successful at interview, the successful candidate will be asked to provide documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement (dated within the last 3 months) that verifies the their name and address.

When candidates apply for work at Swarthmore, we will only use the information they supply to us to process their application.  Where we want to disclose information to a third party, for example where we take up a reference or obtain a ‘disclosure’ for the Disclosures of Barring Service, we will not do so without informing them beforehand unless the disclosure is required by law.

Once a candidate has taken up employment with Swarthmore, we will compile a file relating to their employment.  Information contained in this file will be kept secure and will only be used for purposes directly relevant to that candidate’s employment.  Once employment with Swarthmore has ended, we will retain the file for a period no longer than six years and then delete it.

Data will be processed fairly and in accordance with General Data Protection Regulations (GDPR).

I declare that I have the right to work in the UK.

I declare that all information given on this form is correct.

Signature of Applicant …………………………………………….

Date …………………………………………….