Application for the post of:

Cleaning Supervisor

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| 1. **Data protection notice** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations * We need to process it for our legitimate interests   You’ll find more information on our legitimate interests and how we use your personal data in our [privacy notice](https://schoolleaders.thekeysupport.com/uid/d88161df-1746-4ea8-b220-e94098fcd3f4/) for job applicants. |

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| 1. **Vacancy information** |
| Application for the post of:  **What date are you available to begin a new post?**  **Recruitment monitoring**  Where did you first hear about this job? |

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| 1. **Disclosure and Barring and childcare disqualification** |
| **Rehabilitation of Offenders Act 1974**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children’s barred list held by the DBS.  Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit    Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process.  If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  I confirm that the above information is complete and accurate, and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, any other checks required by the school and the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.  **Sign and Date:** |
| 1. **Right to work in the UK** |
| The School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Sign and date**: |
| 1. **Instructions** |
| Please complete all sections of this form using black ink or type.  The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.  Applications will only be accepted if they are completed in full:   * Please do not send your CV * Please return your completed application form and supporting letter via the external post to HR Lead, Brine Leas School, Audlem Road, Nantwich, Cheshire, CW5 7DY or by email: [s.houghton@thecornoviitrust.org](mailto:s.houghton@thecornoviitrust.org) |

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| 1. **Personal details** | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

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| **Contact details** | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| 1. **Relationship to the School** | | |
| Please list any personal relationships that exist between you and any of the following members of the School community:   * Governors/trustee * Local governors * Staff * Pupils   If you have a relationship with a governor, trustee, local governor or employee, this does not necessarily prevent them from acting as a reference for you. | | |
| **Name** | **Relationship** | **Role at the School** |
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| 1. **Employment History** | | | | | | |
| **Current employment details** | | | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Description of responsibilities** |
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| **Previous employment** | | | | |
| Please provide details of previous employment. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
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| **Gaps in employment** |
| Please use the space below to explain any gaps in your employment. |
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| 1. **Education, qualifications and Training** | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| **Training and professional development** | | | | |
| Please give details of training or professional development courses undertaken in the last 3 yearsthat are relevant to your application. | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| 1. **Teacher status** | |
| Teacher reference number: |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| Date of qualification: |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a Teacher Regulation Agency sanction or restriction? |  |

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| 1. **Additional information** |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
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| 1. **Driving licence details** | |
| **Do you have a valid driving licence?** |  |

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| 1. **Letter of application** |
| Please read the job application pack for details about the letter. |

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| 1. **References** | | | |
| You must provide the name of two referees:   * Who are willing to provide a reference 24 hours before the interview date. * At least one referee must be your most recent employer. * At least one referee must be the Headteacher/Principal of the most recent school you have worked in (if possible). * If you are not currently working with children, then at least one referee must be from the relevant employer (or training provider) from the last time you worked with children (if possible). * If you are currently in training, then at least one referee must be an appropriately senior person at the training provider.   Personal referees will not be accepted and should not be included on this form. | | | |
| **Referee #1 Name and Salutation** | | **Referee #2 Name and Salutation** | |
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| **Job Title** | | **Job Title** | |
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| **School / Business Name** | | **School / Business Name** | |
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| **School / Business Address (incl. Post Code)** | | **School / Business Address (incl. Post Code)** | |
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| **School / Business Telephone Number** | | **School / Business Telephone Number** | |
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| **School / Business email Address** | | **School / Business email Address** | |
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| **Most recent employer? (tick)** |  | **Most recent employer? (tick)** |  |
| **Most recent school? (tick)** |  | **Most recent school? (tick)** |  |

If either of your referees knows you by a different name, please state:

If you don’t wish us to contact your referees without your prior agreement, please tick this box: ☐

**PART - 2**

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| 1. **Part 2 - Equalities monitoring information** | | | | | | | | | | |
| We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.  This information will **not** be used during the selection process. It will be used for monitoring purposes only. | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  | |  |  |  |  |  |
| **What is your sex?** | | ☐Male  ☐Female | | | | | | | | |
| **What gender are you?** | | ☐Male  ☐Female  ☐Other  ☐Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐Yes  ☐No  ☐Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐British  ☐Irish  ☐Gypsy or Irish Traveller  ☐Any other White background  **Asian or British Asian**  ☐Bangladeshi  ☐Indian  ☐Pakistani  ☐Chinese | **Black or Black British**  ☐African  ☐Caribbean  ☐Any other Black background  **Mixed**  ☐White and Asian  ☐White and Black African  ☐White and Black Caribbean  ☐Any other mixed background | | | | **Other Ethnic groups**  ☐Arab  ☐Any other ethnic group  ☐Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| ☐Bisexual  ☐Heterosexual/straight  ☐Homosexual man  ☐Homosexual woman  ☐Other  ☐Prefer not to say | | | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐Agnostic  ☐Atheist  ☐Buddhist  ☐Christian  ☐Hindu | ☐Jain  ☐Jewish  ☐Muslim  ☐No religion | | | | ☐Other  ☐Pagan  ☐Sikh  ☐Prefer not to say | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐Yes  ☐No  ☐Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐Physical impairment  ☐Sensory impairment  ☐Learning disability/difficulty  ☐Long-standing illness  ☐Mental health condition  ☐Developmental condition  ☐Other | | | | | | | | | | |

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| 1. **Disability and Accessibility** | |
| We are an equal opportunity public sector employer. We ask you as part of your application and interview questions about health and disability in order to:   * Cater to your needs if we may need to make reasonable adjustments to the application / selection process. * Monitor the diversity of applicants. * Support positive action for disabled people.   We do not use your responses about health or disability as part of the decision-making process during the application / selection process. | |
| **Do you have a disability as defined under the Equality Act 2010?** *(Yes/No)* |  |
| **Do you have a health condition that we can make reasonable adjustments for during the application / selection process?** *(Yes/No)* |  |
| **If yes, are there any reasonable adjustments we can make to support you through the application / selection process?** | |
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| We will ask you further questions about health or disability if we make you a job offer in order to offer you support. | |
| *Definition of disability under the Equality Act 2010*  *You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.*  *What ‘substantial’ and ‘long-term’ mean*   * *‘substantial’ is more than minor or trivial, e.g.it takes much longer than it usually would to complete a daily task like getting dressed.* * *‘long-term’ means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection.* | |
| Part of our duty as a public sector employer is to monitor diversity and inclusion. We ask questions on protected characteristics to do this. The information is not used in the application or selection process. | |
| Protected Characteristics |  |