



Position Applied for and Location:	
Name:	
Date of Application:	

All posts within Riverstone Academy Ltd are considered exempt from the rehabilitation of Offenders Act 1974. If you are selected for interview, you will be asked by HR to complete a self-declaration form with any charges, convictions, admonishments, reprimands, warning, fines, dropped charges and further any investigations, disciplinary action or professional body sanctions. **Please note:** It is an offence for any person who has been barred from working with protected or vulnerable groups to apply for a regulated position (one which involves spending regular time working with children (or Adults in post 16 services)).

Please Return to:

Mr Stephen Morrison/Mrs Katherine Bowe
Invested Education
Hall Close
Marske by the Sea
TS11 6AB

Or electronically to:

stephen.morrison@invested-education.com

PART 1 - PERSONAL DETAILS

Surname:		First Name(s):	
Are you now, have you ever been, or were you at birth known by a different name? Please give details. N/A <p style="text-align: right;"><i>(Proof of change of name will be required)</i></p>			
Address:			
Post Code:			
Telephone Numbers Daytime:		Mobile:	Evening:
Email Address:			

PART 2 - PRESENT OR MOST RECENT EMPLOYER

Present or previous employer <i>If unemployed please state dates</i>			
Address			
Telephone			
Position held			
Date started			
Key responsibilities of post and main achievements:			
Reason for leaving/Wishing to Leave:			

PART 3 – FULL EMPLOYMENT HISTORY (including any voluntary work, periods of training/education and accounting for any gaps in employment history – please provide explanations for any employment gaps)

Name & Address of Employer	Start Date	End Date	Job Title & Main Duties	Reason for Leaving

Please continue onto a separate sheet if necessary.

PART 4 - SCHOOL EDUCATION			
Qualifications/Level	Subject	Grade	Year

PART 5 - FURTHER / HIGHER EDUCATION			
University or College	Degree or Qualification	Course Start Date	Course End Date

PART 6 – Relevant Training/ Professional Development courses			
Course	Date	Provider	Duration

PART 7 - MEMBERSHIP/REGISTRATION OF PROFESSIONAL BODIES				
Professional Body	Registration No.	Conditions Affecting Registration	Year Gained	Expiry Date

PART 8 –OTHER INFORMATION	
(A) Do you have Qualified Teacher Status (QTS)	
(B) Please provide your Teacher Reference Number (TRN) if applying for a teaching post	
(C) Are you a driver?	
(D) Do you have DBS check? (If yes, please provide the record number, date, and category if no, we will require a satisfactory DBS check completed by Invested Education Ltd before commencing employment or satisfactory records via the update service.)	Number: Category: Issue date: Role sought for:
(E) Are you currently subscribed to the DBS update service ? If yes, please tick yes if you give permission for Invested Education Ltd to complete a status check	DBS Update number:

<p>(F) Do you have a prosecution pending, or have you ever been convicted at a Court or been cautioned by the Police, for any offences, including those classified as 'spent' under the Rehabilitation of Offenders Act 1974?</p>			
<p>(G) Have you lived or worked outside of the UK in the last 5 years?</p>			
<p>(H) Have you completed the QCF Level 3 diploma with the Children's Workforce Development Council and received certificate</p>			
<p>(I) Are you in any way connected to an existing Invested Childcare/ Invested Education employee or anyone else who may be connected with Invested Childcare Ltd in anyway? E.g. family or friend (If yes please provide their name, position and location below)</p>			
<p>(J) Where did you hear about this vacancy?</p>			
Invested Education Website	Other Website	Word of Mouth	Other
<p>(K) Do you have the right to work in the UK?</p>			

PART 9 - SUITABILITY TO MEET PERSON SPECIFICATION (Please outline below how you meet the criteria outlined in the job description/person specification)

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PART 10 – ADDITIONAL INFORMATION

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If necessary please continue on a separate sheet of paper and attach to your completed form.

PART 11 - REFERENCES – We will seek 3 references at the short-listing stage. If you have been employed in a relevant sector, please provide these reference details. Invested Education reserves the right to contact any previous employer to verify information regarding your employment to ensure the safe guarding of the young people in our care.

	<u>Most Recent/Current Employer must be one of the references</u>	Previous employer (relevant sector as 1st option)	Previous employer (relevant sector as 1st option)
Name: <i>(Person must still be employed by Company)</i>			
Referee Job title: <i>(You must have reported to person at time you were employed)</i>			
Dates you were employed here:			
Business Name and Address including postcode			
Telephone:			
Business E-Mail:			
Contact:			

PART 12 - DECLARATION

- I certify that, to the best of my knowledge, all the statements made above are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.

- I give explicit consent that the information given on this form may be stored and processed in accordance to the Data Protection Act 1998.
- I hereby give permission for Invested Education Ltd to take any necessary approach with regards to attaining a reference of my employment, professional history, and/or academic history and verify other information I have provided. Where applicable this may involve contacting my previous and or any current employers/associations (not only those given as referees if it is deemed there are more appropriate references or we require more information) including if applicable Job Centre Plus, Department for Work and Pensions, School or College. Any such information obtained will be used strictly with regard to the attached application in order to seek satisfactory clearance in line with the Safer Recruitment Policy.
- I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Invested Education Ltd. If I am registered with any professional body Invested Education Ltd will inform them that I have provided false information on my application form.

Print Name: _____ Signature: _____ Date: _____