

## Important: Application Form Requirements

**Please ensure you complete all sections of the application form in full.**

Schools must require applicants to provide:

- Personal details, current and former names, current address and national insurance number
- Details of their present (or last) employment and reason for leaving
- Full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- Qualifications, the awarding body and date of award
- Details of referees/references
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

**This is a legal safer recruitment requirement under Keeping Children Safe in Education (KCSIE) 2025.** Schools and colleges should only accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own will not provide adequate information.

**Applications that do not include all required information cannot be considered for shortlisting, as we must be able to properly assess your suitability for this role and ensure the safety and welfare of our pupils.**

If you have any questions about completing the application form, please contact Catherine Casson, School Business Manager [ccasson@lotustrust.org.uk](mailto:ccasson@lotustrust.org.uk) / 01842 773673

---

## Why This Matters

As part of safer recruitment, it is vital that schools adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment.

The application form is specifically designed to gather all the information needed to:

- Identify any gaps in employment history that need to be explored
- Ensure consistency of information across all applicants
- Meet legal safeguarding requirements
- Enable at least two members of staff to carry out the shortlisting process, as required by KCSIE

## Application for Employment

### Instructions: -

- Please complete all **sections** as well as the **Recruitment Monitoring Form**
- Please write in **black ink** so the form can be photocopied
- Put your **name**, the job title of the **post applied for** at the top of any additional sheets you use
- **Sign and date** the declaration at the back of this form and sign the Recruitment Monitoring Form

**Any fields marked with an asterisk (\*) are mandatory.**

Where options are outlined below, please indicate which applies to you by inserting 'X'.

<b>1. Post applied for *</b>							
<b>2. Personal details</b>							
Mr	Mrs	Ms	Miss	Other (please state)			
First name(s)*				Surname*			
Have you ever used any other names*						Yes	No
If yes, please state	First name(s)			Surname			
Address (including postcode) *				Email address*			
				This will be used to send all future correspondence about this job			
Can we contact you by telephone?			Yes	Telephone number			No
Preferred start date			/ /				
National Insurance Number				Date of birth*	/ /		
If the duties of the job include travel, which could be to venues not accessible by public transport, are you able to meet this requirement?						Yes	No
If the job requires you to travel and you intend to use a motor vehicle, do you hold a driving licence valid in the UK?						Yes	No
If you do have a driving licence, please tell us what type							
Full		Provisional		Other (please specify)			
On what basis are you applying for the job?*			Full time		Part time		Job share
If you are not applying to work full time, how many hours would you wish to work per week?							

Are you related to, or in a close relationship with, any Director or anybody already employed by The Damara School or the Lotus Academy Trust?		Yes	No		
If yes, please state their position.					
How did you hear about this job?*					
<b>3. Current or most recent employment/self-employment/voluntary work</b> (If self-employed enter the name and address of your business)					
Employer's name and address including postcode					
Job title/nature of self-employment/voluntary work					
Current or last salary and scale		Weekly hours			
Date started	/ /	Date of leaving (if relevant)	/ /		
Notice required		Reason for leaving			
Brief description of job/services provided					
If you have more than one job, please complete the sections below.					
<b>Other current employment</b>					
Name and address	Date from	Date to	Job title (if teaching include the age range taught)	Weekly hours	Reason for leaving
	/ /	/ /			
<b>4. Employment history</b>					
Please list all employment, starting with the most recent, including self-employment and periods of voluntary work since leaving full time education.					
Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can as you may have developed transferable skills in the job which you can highlight later in your application. Also, many jobs are subject to a Disclosure and Barring Service (DBS) check, and it is important to demonstrate that there are not unexplained gaps in your career.					
Employer's name and address	Date from	Date to	Job title (if teaching include the age range taught)	Weekly hours	Reason for leaving
	/ /	/ /			


**5. Breaks in employment history**

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc.

Date from	Date to	Reason for break
/ /	/ /	

**6. Secondary school education**

If you are shortlisted for interview, you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.**

School(s)	Dates from	Dates to	Qualification/subject obtained and awarding body	Grade	Dates
	/ /	/ /			/ /
	/ /	/ /			/ /
	/ /	/ /			/ /

**7. Continuing education (University/College/Apprenticeships etc)**

If you are shortlisted for interview, you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.**

Educational establishments	Dates from	Dates to	Qualification/subject obtained and awarding body	Level/Grade	Dates
	/ /	/ /			/ /

**8. Professional qualification (including details of professional association membership)**

Do you hold Qualified Teacher Status (QTS)?	Yes	No	DfE number
---	-----	----	------------

If yes, please complete the following:

Have you completed an induction year?	Yes	No
---------------------------------------	-----	----

Name of Professional Body	Level/Type of Membership	Reg. Number	Renewal Date

**9. Other training relevant to the job (e.g. short courses, personal development, special projects)**

Date	Organising body	Brief description of course content
/ /		



## 11. References

If you are shortlisted, referees **may be** contacted prior to interview.

Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. In the case of applicants leaving full time education or not having worked since doing so, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members. To ensure your application is processed without undue delay, we will be contacting your referees by email - please provide full details of your referees including email address.

### Referee 1 details

Referee type\*

Current employer		Previous employer		Academic	
------------------	--	-------------------	--	----------	--

Title\*

Mr	Mrs	Ms	Miss	Other (please specify)
----	-----	----	------	------------------------

First name*		Surname*	
-------------	--	----------	--

Organisation*		Position held*	
---------------	--	----------------	--

Address (including postcode)*					
Telephone number*				Business email address*	
<b>Can we contact before Interview?</b>				Yes	No
<b>How do they know you?</b>					
<b>Referee 2 details</b>					
Referee type*					
Previous employer			Other (please specify)		
Title*					
Mr	Mrs	Ms	Miss	Other (please state)	
First name*				Surname*	
Organisation*				Position held*	
Address (including postcode)*					
Telephone number*				Business email address*	
<b>Can we contact before Interview?</b>				Yes	No
<b>How do they know you?</b>					
<b>12. Arrangements for people with disabilities</b>					
Do you consider that you have a disability as defined by the Equality Act 2010? (See Appendix 1)*				Yes	No
<p>If you consider that you have a disability as defined by the Equality Act 2010 (see Appendix 1) and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview.</p> <p>If you are shortlisted for interview, you will have the opportunity to advise us of any reasonable adjustments needed for you to participate effectively in the selection process.</p>					
<b>13. Asylum and Immigration Act 1996</b>					
Do you require a visa to work or study in the UK?*				Yes	No
For further information on the visa requirements to work in the UK see <a href="http://www.ukba.homeoffice.gov.uk">www.ukba.homeoffice.gov.uk</a>					

### Safer Recruitment

As part of our shortlisting process, we will carry out an online search to help identify any incidents or issues that are publicly available online which we may wish to explore with you at interview, if shortlisted.

Please confirm the following statements are true by signing the box below.

### Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process to make any appropriate checks which may be necessary in relation to the job I have applied for.

False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

**Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks**

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met.

Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as 'spent', must be declared. However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. The presence of a criminal record will not necessarily prevent shortlisting and employment.

Please make the following declaration and tick the appropriate box.

<b>I have information to declare*</b>	Yes	No
<p><b>If yes, please provide the date(s) and the detail of the criminal conviction(s) on Appendix 2. If you are applying by post, place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form. If you are returning your application by email, send the conviction information in a separate email using the details on the advert.</b></p>		

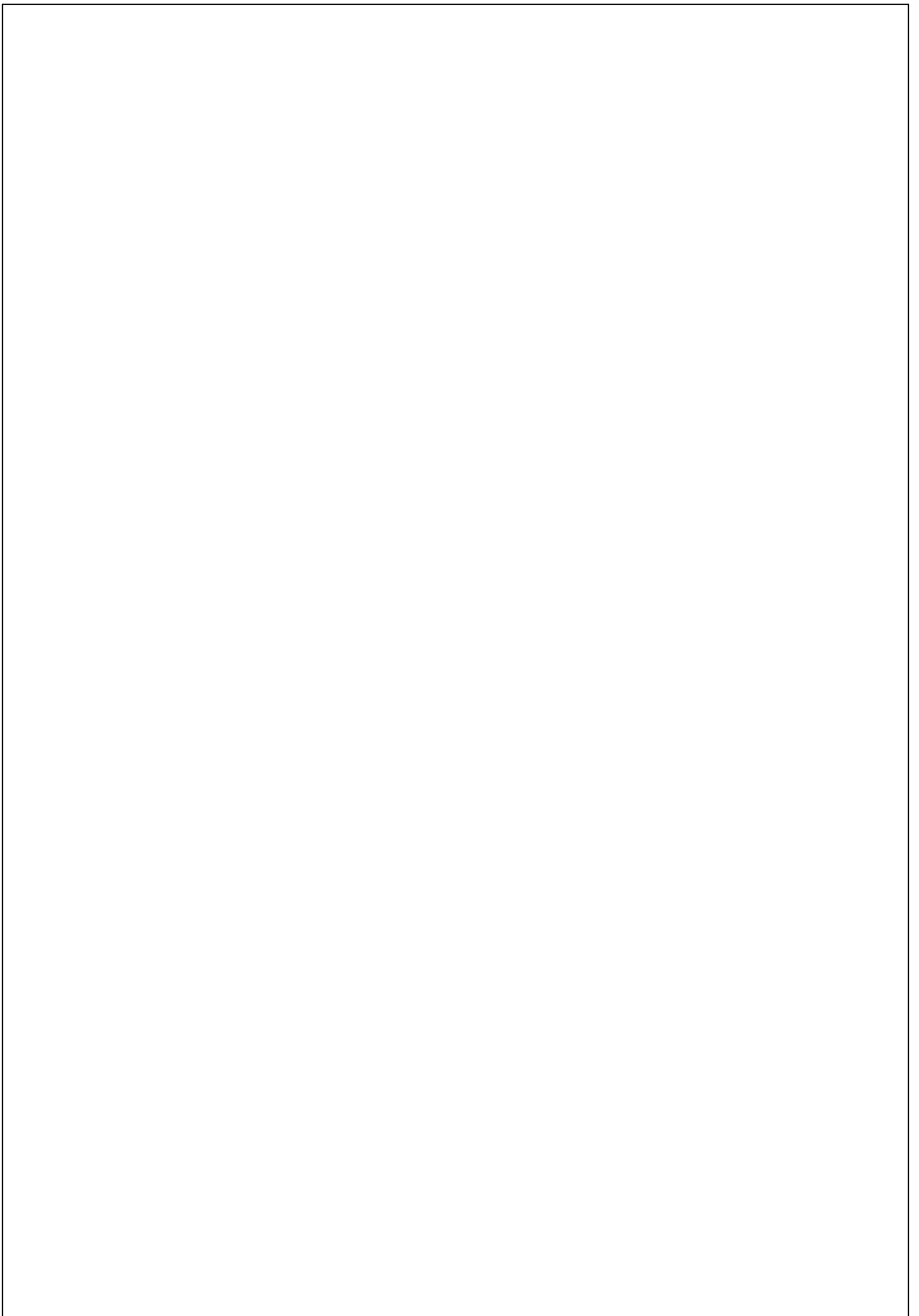
**Safer recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

**Data Protection**

I understand that the personal information I have provided as part of this application will enable the recruiting organisation to manage the recruitment process, assess my suitability for employment, decide whom to offer the job and keep a record of the process. I understand the personal information I have provided will be held on a computer or other relevant filing system and will be shared with other accredited organisations or agencies only in accordance with the General Data Protection Regulations. The organisation may also need to process data from job applications to respond to and defend against legal claims. I understand the recruitment monitoring data I have provided will be used to monitor, analyse and report on equalities and only used in assisting the employer to take action to prevent inequality.

<b>I have read and understand above declarations*</b>			Yes
<b>Signature (electronic)</b>		<b>Date</b>	/ /
<b>Signature (physical)</b>		<b>Date</b>	





The Damara School



Specialist SEMH Independent School

## Recruitment Monitoring Form

### Help us to help you

The recruiting establishment is committed to achieving fairness and equality in employment judging candidates solely on their skills and ability to do their job and working towards a workforce which represents the local population. The following information helps us identify the groups we are attracting applications from, and assists in workforce planning, including recruiting and training future workforce entrants.

To help us monitor the reality of our diversity policy please complete this monitoring form. We cannot assess the effectiveness of our policy without it.

The information supplied in this section is strictly confidential and does not form part of your application and will be accessed by authorised persons only.

<b>Post title</b>		<b>Post reference</b>	
Are you currently employed by Norfolk County Council?			Yes      No
<b>First name</b>		<b>Surname</b>	
<b>Gender*</b>	<input type="checkbox"/>	Male	<input type="checkbox"/> Female
	<input type="checkbox"/>	Living in a gender that is different from the one assigned at birth	<input type="checkbox"/> Prefer not to disclose
If you have a gender recognition certificate, please select the gender on the certificate.			
<b>Nationality*</b>			
<input type="checkbox"/>	British	<input type="checkbox"/>	Bulgarian
<input type="checkbox"/>	Latvian	<input type="checkbox"/>	Lithuanian
<input type="checkbox"/>	Australian	<input type="checkbox"/>	South African
<input type="checkbox"/>	Other	<input type="checkbox"/>	
If you feel the choices do not provide a suitable option, please write how you would describe your nationality			
<b>Country of birth*</b>			
<input type="checkbox"/>	Britain	<input type="checkbox"/>	Bulgaria
<input type="checkbox"/>	Latvia	<input type="checkbox"/>	Lithuania
<input type="checkbox"/>	Australia	<input type="checkbox"/>	South Africa
<input type="checkbox"/>		<input type="checkbox"/>	

	Other					
If you feel the choices do not provide a suitable option, please write how you would describe your country of birth						
<b>Year of entry into the UK*</b>				Date of initial entry to the UK (First date you entered or year of birth if you have always lived here)		
<b>Religion/belief*</b>						
	Buddhist		Hindu		Muslim	No religion
	Christian		Jewish		Sikh	Prefer not to disclose
	Other					
If you feel the choices do not provide a suitable option, please write how you would describe your religion						
<b>Marital status*</b>						
	Single		Cohabiting		Married	Civil partnership
	Separated		Divorced		Widowed	Prefer not to disclose
<b>Your sexual orientation*</b>						
	Bisexual		Gay man/ lesbian woman		Heterosexual	Prefer not to disclose
<b>Your ethnic origin*</b>						
<b>White</b>						
	British		European		Gypsy/Roma	Irish
	Traveller/Irish heritage		Other			
<b>Mixed</b>						
	White and Asian		White and black Caribbean		White and black African	Other
<b>Asian or Asian British</b>						
	Indian		Bangladeshi		Pakistani	Other
<b>Black or black British</b>						
	Caribbean		African		Other	
<b>Other ethnic background</b>						
	Chinese		Arab		Other	Prefer not to disclose
If you feel that none of the choices provide a suitable option, please write how you would describe your ethnic origin						

**Your disabled status**

Do you consider that you have a disability as defined by the Equality Act 2010? (See Appendix 1)\*

Yes

No

I may require reasonable adjustments to be implemented\*

Yes

No

If I have indicated yes above and I am offered the job, I give my consent for my manager to be advised that I would like a meeting to be arranged to discuss adjustments with me in more details.

Yes

No

**Information about arrangements to discuss reasonable adjustments**

You will be contacted to arrange a convenient time for you to meet to discuss the reasonable adjustments you may need in order to carry out the role, and for you to discuss any issues or concerns you may have.

It would be helpful if you could consider what sort of adjustments may assist you in the role before this meeting but if you are not sure about this, or do not identify everything you might need at the meeting don't worry. Once you have taken up your role, your manager will give you the opportunity to discuss further adjustments.

**Signature  
(electronic)**

**Date**

/ /

**Signature  
(physical)**

**Date**

## Appendix 1

**The Equality Act 2010** makes it unlawful for employers to discriminate against current or prospective employees for a reason relating to their disability. They must make reasonable adjustments in order not to place a disabled person at a substantial disadvantage.

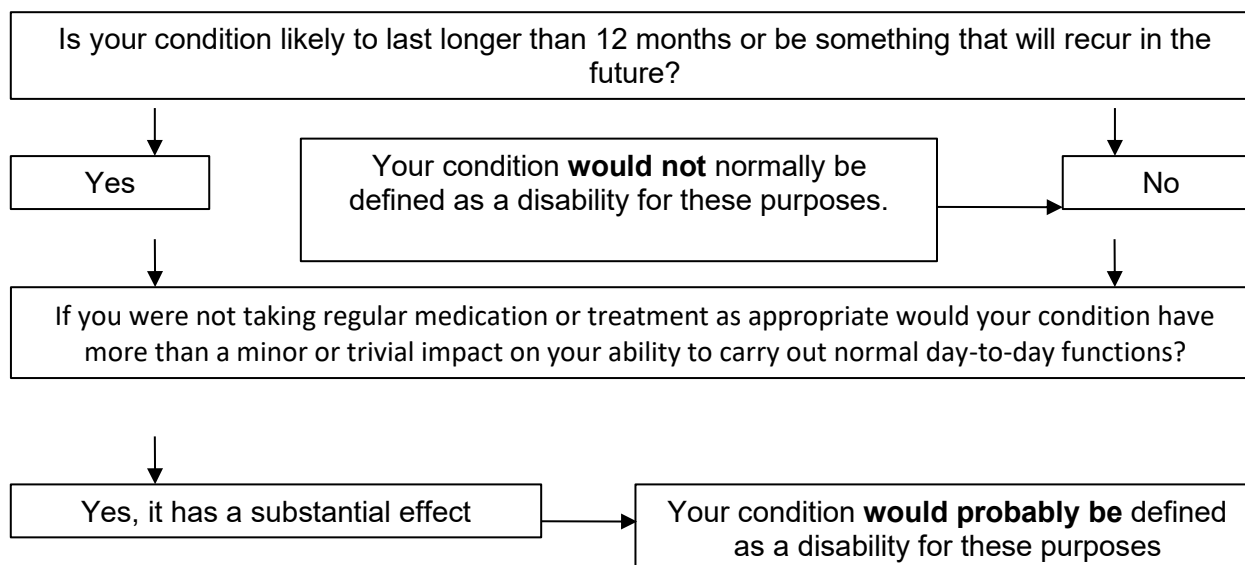
The Equality Act describes a disability as 'physical or mental impairment, which has substantial and long term adverse effect on a person's ability to carry out normal day to day activities.'

The definition is intended to cover all forms of physical and mental disability, including sensory impairment, learning disabilities and mental illness (that are clinically well-recognised conditions). It includes people who have a disability where the condition is likely to last longer than 12 months, has occurred in the past or is likely to recur. Progressive conditions such as multiple sclerosis, cancer or HIV are covered by the Equality Act from the point of diagnosis.

The following are examples of impairments or long term conditions that could be considered a disability under this definition. It is not an exhaustive list but is intended to give you a guide as to what might be included:-

- Limited physical mobility
- Hearing impairment
- Upper limb disorders (e.g. repetitive strain)
- Long term back/neck problems
- Severe facial disfigurement
- Muscular dystrophy
- Severe allergies (not seasonal)
- Sight impairment that cannot be corrected by glasses or contact lenses
- Manic depressive illness
- Severe agoraphobia
- Epilepsy
- Heart/circulation complaints
- Learning disability
- Arthritis
- Multiple sclerosis
- Speech impairment
- Schizophrenia
- Dyslexia
- Crohns Disease
- Diabetes

If you are still not sure if your condition is a 'disability' for this purpose, you might like to answer these questions.



Here is a list of day-to-day activities to help you consider whether you may be adversely affected.

**Mobility** – moving unaided from place to place  
**Manual dexterity** – use of the hands, Physical co-ordination  
**Perception of the risk of physical danger**  
**Ability to lift, carry or move everyday objects.**

**Memory or the ability to concentrate, learn or understand**  
**Speech, hearing, sight** (but not if it can be corrected by wearing glasses or contact lenses)  
**Continence**

For office use only.

Shortlisted

Appointed

**Appendix 2**

**Details of criminal convictions**

First name		Surname	
Post applied for		Reference number	
Date	Details of conviction information		
/ /			