



## APPLICATION FORM – JIGSAWPLUS

[www.careersatjigsaw.co.uk](http://www.careersatjigsaw.co.uk)

Thank you for applying to Jigsaw. We would be grateful if you could complete this form in full but should you have any questions, please contact a member of our HR team: [careers@jigsawtrust.co.uk](mailto:careers@jigsawtrust.co.uk) or call 01483 273874.

We hope to welcome you to Jigsaw soon!

Position applied for	
Where did you see this position advertised?	
Please confirm the date you would be able to start work, if successful	

### SAFEGUARDING VULNERABLE ADULTS

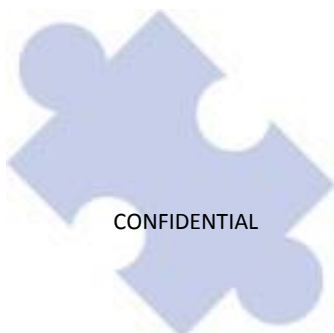
As part of our standard recruitment procedure, we would draw your attention to the fact that Jigsaw is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

**PLEASE NOTE: WE ARE UNABLE TO ACCEPT CV'S**

### SECTION 1 PERSONAL DETAILS (please use BLOCK CAPITALS)

Title	First name(s)
Surname	Known as (if different from above)
Former name (if applicable)	
Address	Daytime contact number
Postcode	Evening contact number
Email address	<b>Please only include contact numbers that you are happy for us to use</b>
National Insurance no.	Date of birth (please refer to Notes on page 8)
	Do you have access to a car? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you currently have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> (Applicants will be required to provide evidence of their entitlement to work in the UK at interview) If NO, please specify your circumstances	

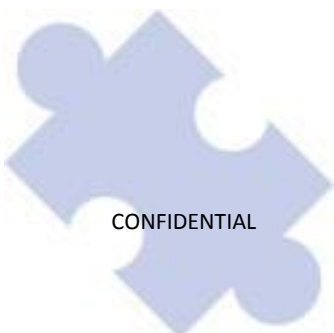


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SECTION 2 EDUCATION AND QUALIFICATIONS			
	From	To	Subjects, qualifications, grades and honours
<b>Secondary school education</b> (Name & address of school/college)			
<b>Further education</b> (Name & address of college/university)			
<b>Postgraduate studies</b> (including PGCE, name of college/university/awarding body)			

PROFESSIONAL DEVELOPMENT				
Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application				
Course title	Course provider	Dates attended (mm/yyyy)		Qualification/Award (if any)
		From	To	

MEMBERSHIP OF PROFESSIONAL BODIES		
Please give details of any relevant professional bodies to which you belong		
Name of professional body	Membership status	Date membership commenced



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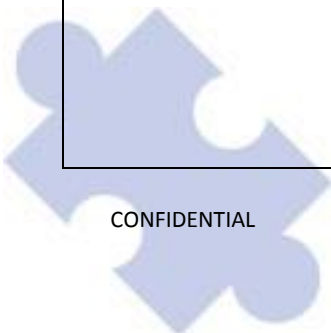
**SECTION 3****EMPLOYMENT HISTORY****PRESENT EMPLOYMENT, or most recent first**

Please give details of all periods of employment you have undertaken. List in **chronological order showing your current or most recent position first**. Any gaps in your employment and/or training and education history will be explored with you if you are called for an interview.

Position held	Date appointed
Employer's name and address	Present salary and benefits
Brief description of main duties	
Date left (if applicable)	Reason for leaving

**PREVIOUS EMPLOYMENT**

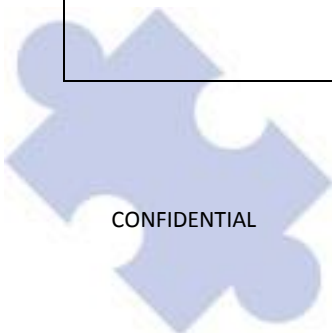
Employer's name & address and business type	Position held – <i>please indicate full time or part time</i>	From (mm/yyyy)	To (mm/yyyy)	Reason for leaving including salary and benefits

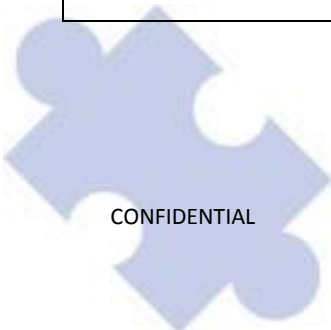
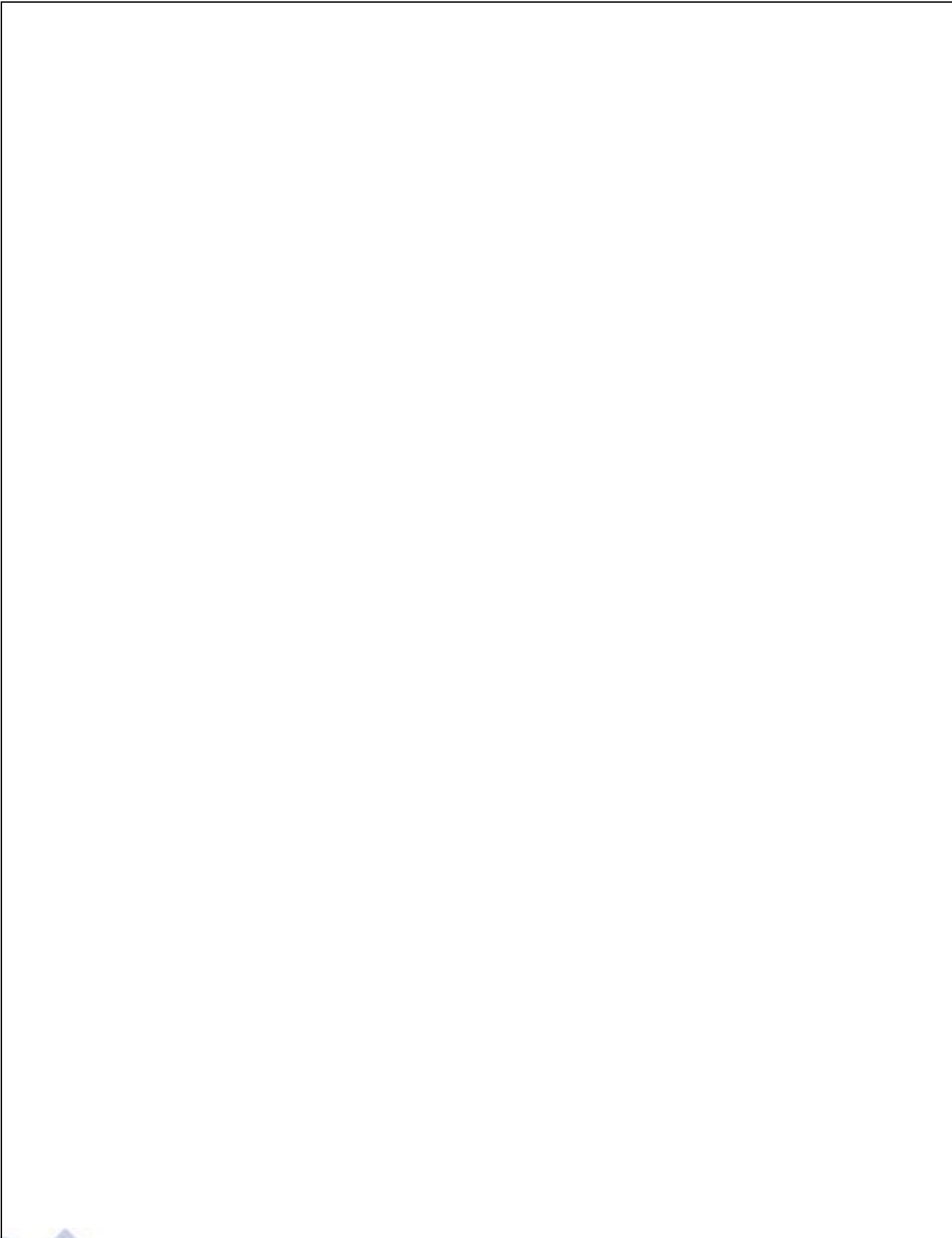


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PERIODS WHEN NOT WORKING		
Please give details of any periods when you have not been employed since leaving secondary education		
From (mm/yyyy)	To (mm/yyyy)	Reason

SECTION 4	SUPPORTING STATEMENT
<p>You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please make sure that you refer to the job description and competencies including:</p> <ul style="list-style-type: none"> <li>• The reasons why you are applying for this post;</li> <li>• Personal qualities and experience that you feel are relevant to your suitability for the post;</li> <li>• Key responsibilities and achievements in your present or most recent job which are relevant to this application;</li> <li>• Details of any relevant interests or activities.</li> </ul>	





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**SECTION 5****REFEREES and AVAILABILITY**

References will only be sought for shortlisted candidates. It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.

- **The first referee** provided must be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children or vulnerable adults but have done so in the past, your **second referee** must be that employer.
- If any of your references relate to your employment at a school or college your referee must be the Headteacher or Principal.
- If you are currently working with children or vulnerable adults, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated protection concerns and, if so, the outcome of these investigations. If you are not currently working with children or vulnerable adults but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.

DO YOU HAVE ANY OBJECTION TO A REFERENCE BEING TAKEN PRIOR TO INTERVIEW IF SHORTLISTED FOR THIS STAGE? YES  NO

DO YOU HAVE ANY OBJECTION TO A REFERENCE BEING TAKEN PRIOR TO INTERVIEW IF SHORTLISTED FOR THIS STAGE? YES  NO

**Referee 1** : current employer/tutor

**Referee 2** :

Name

Name

Occupation

Occupation

Address (including postcode)

Address (including postcode)

Telephone number

Telephone number

Email address

Email address

In what capacity do you know the referee?

In what capacity do you know the referee?

If you are known to this referee by any other name please give details

If you are known to this referee by any other name please give details

**REASONABLE ADJUSTMENT TO THE SHORTLISTING PROCESS**

Jigsaw welcomes applications from disabled people. Please indicate in the space below if there is anything that we need to do, or take into consideration, to ensure that the recruitment process is fair in relation to a disability. Candidates who are invited to interview will be asked in their invitation email if they require any adjustments to be made to the interview or other selection activities.

**SECTION 6****DECLARATIONS (please refer to Notes on page 9 & 10)**

Are you related to, or do you have a close personal relationship with a member of staff, pupil, Trustee or Governor of Jigsaw?

YES  NO

If "YES", please provide his/her name and role, and state your relationship, in the space provided:

Name

Role

Relationship

**Please answer the following questions**

Do you have any unspent convictions, cautions, warnings or bind-overs that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) **and/or** are you the subject of a current police investigation or do you have criminal proceedings against you?

YES  NO

Are you on the Children's or Adults at Risk Barred List (previously List 99 and PoCA list), or have you ever been disqualified from working with children or adults at risk, or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency?)

YES  NO

*It is a criminal offence for barred individuals to seek or undertake work with children or vulnerable adults. If you have answered "YES" to either of the above please provide further details on a separate sheet, in a sealed envelope marked 'Confidential'. If submitting electronically please send as a separate document.*

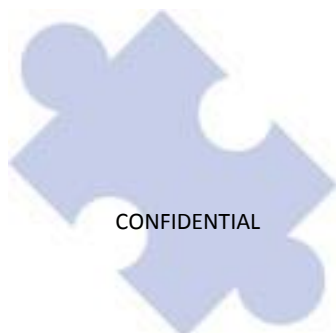
**DATA DISCLAIMER**

The information which you give when completing your application form will be used in accordance with the Data Protection Act 1998 and for the following purposes: to enable the organisation to create an electronic and paper record of your application; to enable the application to be processed; to enable the organisation to compile statistics, or to assist other organisations to do so. The information will be kept securely, and will be kept no longer than necessary.

By signing this application form you agree that this information will be kept for the duration of the recruitment process and for a period of time thereafter. Should you be employed you agree that this information will be kept for the duration of your employment and for a period of time following this. You are aware you have the right to request a copy of the data held on you.

Jigsaw will retain your records after you have left so that we can provide references or pension details etc. when asked to do so.

Requests to review the data we hold on you can be made in writing to the HR Department.



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**YOUR SIGNATURE**

By signing this Application Form and providing the information above, I understand that I am authorising the School to consent to the DBS Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant Disclosure Certificate to facilitate their processes.

- I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police.
- I give my consent for the personal data supplied to be used for the purposes of recruitment and selection, and for Jigsaw to send me general updates/marketing material during this time.
- If your application is unsuccessful and another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy.

SIGNATURE OF APPLICANT .....

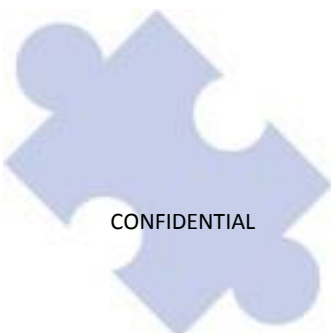
DATE

If you have submitted your application electronically, you will be asked to sign your Application Form in the event that you are shortlisted and called for interview.

**THANK YOU FOR YOUR APPLICATION**

If you are selected for interview, you will be contacted by our HR Department.

Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of economy, only shortlisted applicants will receive further notification.



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## NOTES

### SECTION 1 – PERSONAL DETAILS

#### Date of Birth

The Trustees/Governing body complies with the Equality Act 2010 and do not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ('Keeping Children Safe in Education')

### SECTION 6 - DECLARATIONS

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check (previously known as a CRB check).

You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **NOT** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

*Important changes to the law on the disclosure of criminal records information mean that a prospective employer can only ask you to disclose any unspent cautions, convictions, warnings or bindovers, that are not "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). New filtering rules have also been introduced, although these rules do not apply for individuals who have two or more convictions. Guidance and criteria on the filtering rules can be found at the Disclosure and Barring Service website at: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Also, because positions in schools are considered to be 'excepted', when your certificate is issued it may contain information on spent convictions that the DBS decides your employer needs to take into account in order to ensure the protection of vulnerable groups, including children. In addition, some specific offences will never be removed from a DBS certificate, such as serious sexual and violent offences. You can view this specified list of offences at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.*

*Further guidance on what convictions you must declare and a policy on recruiting ex-offenders are available from the HR Department.*

### SECTION 6 - CHILDCARE DISQUALIFICATION REQUIREMENTS

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified through:

- Inclusion on the Children's Barred List;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);

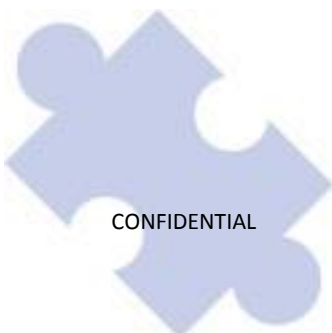
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- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>



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## EQUALITY and DIVERSITY MONITORING FORM

Jigsaw aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of Jigsaw's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application.

Please tick whichever boxes apply. If you prefer not to provide certain information please leave the box blank		
Gender	Age	Disability
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender	<input type="checkbox"/> 16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 56-65 <input type="checkbox"/> 66+	Do you consider yourself to have a disability?  <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

<b>Ethnicity</b> – please tick <b>ONE</b> category below. The categories are based on the population census
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Asian, Asian British, Asian English, Asian Scottish or Asian Welsh	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background <i>(specify if you wish) Click to enter text</i>	<input type="checkbox"/>

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group	
Chinese	<input type="checkbox"/>
Any other Ethnic background <i>(specify if you wish) Click to enter text</i>	<input type="checkbox"/>

Black, Black British, Black English, Black Scottish or Black Welsh	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background <i>(specify if you wish) Click to enter text</i>	<input type="checkbox"/>

Mixed	
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
Any other Mixed background <i>(specify if you wish) Click to enter text</i>	<input type="checkbox"/>

White			
British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other White background <i>(specify if you wish) Click to enter text</i>	<input type="checkbox"/>

**Please note that a member of the Human Resources Department, who will not be involved in the recruitment and selection process, will collate this form and the data. We will use this information to ensure that we are adhering to the 'Safe Recruitment & Equal Opportunities in Employment Policies'.**

