



Guidance on how to complete the application form

1. Checklist

√ Complete **all** sections of the form, and the separate **Employment Monitoring Form** - both of which are to be found on the careers page of the Trust website at <https://paradigmtrust.org/careers/>

√ Complete a draft of the form if you wish, to avoid any mistakes.

√ Disability: please advise us of any adjustments you may require in order to be able to access the selection process fully. We are an equal opportunity employer and are positive about employing disabled people. If you consider yourself to be disabled, you are encouraged to declare your disability when applying for a job.

√ Employment History: Ensure that you give your **full** employment history since leaving education; paid or unpaid, and explain any gaps in employment.

√ Education, Qualifications & Training: You should list all qualifications indicated in the person specification as required, and those which are desirable if you have them, as well as your highest level and (if different) most recent qualification. You may include any other qualifications that you deem to be relevant to your application. Grades for each qualification should be given. You may also record any membership of professional bodies. Please note, if you are appointed, we will need to see your original qualification certificates. For Qualified Teaching Candidates, you must include your QTS (DfE) number and award date on the **first page** of the Application Form where indicated to do so.

√ Personal statement: To give us the best opportunity of assessing your application, you should ensure that your personal statement provides us with information relating to each area (your experience, skills, abilities, knowledge & understanding) outlined by the person specification as being assessed at the application stage. Make sure you keep to the indicated limit regarding the length of your statement. Remember, as well as using examples from the paid work you have done, you should also consider other experience you may have. This might include experience gained at home, in the community or through voluntary, leisure or college activities. You should provide evidence, using examples to demonstrate this e.g. "I managed conflicting deadlines when by" - then explaining how you achieved this.

2. References

It is our policy to approach your current employer, whether or not you name them as a referee. We reserve the right to approach any previous employer if necessary to verify details given in your application form. If it is your wish that we do not contact your referees before interview, please indicate this on the form.

References will not be accepted from relatives or people writing solely in the capacity of friends or acquaintances.

3. Disclosure and Barring Service (Formally known as CRB) checks.

We use the DBS Service to assess the suitability of applicants for the position of trust and fully comply with the DBS's Code of Practice ([DBS Code of Practice](#)). We undertake to treat all applicants fairly and not to discriminate unfairly against anyone who is the subject of a Disclosure on the basis of convictions or other information revealed.

The job description will state whether a DBS check is required. All school based posts will require you to apply for an enhanced DBS check and register that certificate with the DBS Update Service.

Full details of the DBS can be obtained from [Disclosure and Barring Service](#). We comply with the requirement of the DBS in relation to secure storage and handling of data.

Good luck with your application form.

4. Prevention of illegal working

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence of an employer to employ a person who is subject to immigration control (i.e. a person who requires leave to enter/ remain in the UK) unless he or she is entitled to be employed in the UK.

We are obliged to ask all successful applicants to provide evidence that they are entitled to work in the UK. Before we can confirm the offer of employment, you must provide relevant proof of eligibility to work in the UK. A list of acceptable documents for this purpose is in Step 1 of this document: [Right to Work Documents list.pdf](#)

5. Rehabilitation of Offenders Act (ROA) (1974)

The Rehabilitation of Offenders Act (1974) was passed by the Government to ensure that anyone convicted of a criminal offence was not permanently disadvantaged in the job market. In *general*, you do not have to advise a potential employer of 'spent' convictions but if you have a criminal conviction that is not 'spent' you must advise them of it. For more information on spent and unspent convictions, and the Rehabilitation of Offenders Act (1974) please see this link: www.gov.uk/exoffenders-and-employment. In essence, people with a criminal conviction(s) are to be given another chance. In line with this information, Paradigm Trust will select candidates for an interview made on the basis of the person's skills, qualifications and experience.

The ROA 1974 places limits on what convictions and cautions an employer can ask an individual about and what they can take into account. Work within schools¹ is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that the Trust is entitled to ask about any cautions and convictions which are **not 'protected', even if 'spent'** for other purposes. **All** roles within Paradigm Trust are school based, and involve working with children, and are thus **exempted** from the Act unless there is a statement to the contrary in the job advertisement and/or the Job Description. This means that **no** criminal conviction is ever considered to be 'spent' and you must advise us of **any conviction you have/have had in the past**.

For clarity, under the Exceptions Order 1975 (2013) amendments were made to the Exceptions Order so that *certain* old and minor cautions and spent convictions are 'protected' and are not subject to disclosure under the Exceptions Order, nor will they appear on a standard or enhanced disclosure certificate issued by the DBS. This process is known as 'filtering' which identifies and removes protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check). However, **all** cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure on a DBS check.

Offences that are eligible to be filtered no longer need to be disclosed when applying for jobs that require standard or enhanced DBS checks. It is unlawful for an employer to take into account a caution or conviction that is 'protected' (the legal terminology for a caution or conviction that has qualified for filtering) and would therefore not be disclosed on a DBS check, when making a decision to employ a person (or dismiss an existing employee). For more information on 'filtering' and a list of offences that are exempt from filtering, please visit the following links:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you declare that you have a criminal record, this will be assessed in relation to the tasks you will be required to perform and the circumstances in which the work is to be carried out; a criminal record will not necessarily be a bar to your appointment.

If you inform us that you have a criminal conviction and we offer you an interview, you **must** take with you to the interview details of the conviction(s) or offence(s) in a **sealed** envelope marked 'private and confidential' with your name and the title of the job for which you are applying.

The envelope will only be opened and considered if we agree to appoint you for the post. If you are not selected, the envelope will be securely destroyed. Failure to disclose any conviction(s) for an exempt post, whether spent or not (unless subject to 'filtering'), may lead to the immediate withdrawal of the offer of employment.

¹ The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975: "Any employment as a teacher in a school ... and any other employment which is carried out wholly or partly within the precincts of a school ...which is of such a kind as to enable ... access to persons under the age of 18"