

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 1 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.

You'll find more information on how we use your personal data in our privacy notice.

Disclosure and Barring Recruitment Checks

New Reflexion Care Group Limited is legally obligated to process an enhanced Disclosure and Barring Service (DBS) certificate before making appointments to relevant posts.

The DBS certificate will reveal all unspent convictions and cautions and any convictions or adult cautions that would not be filtered, and any other information held by local police that's considered relevant to the role. Any information that is "filtered" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment Orders 2020 / 2023) will not appear on an enhanced DBS certificate. You can find more information about the filtering rules on the Ministry of Justice website.

All roles at New Reflexions are in regulated activity with children; some roles may also be in regulated activity with adults. The DBS check will therefore include a relevant barred list check(s).

It is an offence to seek employment in regulated activity if you are barred from undertaking that work.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the company's privacy notice.

A copy of the company's child protection and safeguarding policies and employment of ex-offenders policies can be requested from Head Office.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or other information that would make them unsuitable for the position.

Information shared in the self-disclosure which may be relevant to suitability will be discussed with the candidate during the interview stage. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. New Reflexions will conduct online searches of shortlisted candidates as part of our due diligence checks.

Time Spent Living and/or Working Overseas

If you've lived and/or worked outside of the UK since attaining the age of 18, New Reflexions must make any further checks it considers appropriate (in addition to the usual pre-employment checks). This may include overseas police checks and / or references.

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The length of time you've spent in or out of the UK
- Whether you had a residency permit / lived or worked in another country for more than 3 months
- Whether the country that you have lived / worked in has systems for providing criminal / police certificates

If you have been employed as a qualified teacher in a country outside the UK, we will seek verification of your teaching record from the relevant teaching regulator where applicable.

Right to Work in the UK

New Reflexions 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.

Find out more about how New Reflexions recruits teachers from overseas in [guidance from the Department of Education](#).

Sign and Date

By signing below you agree you have read and understood all the information above and answered any questions in this form honestly and to the best of your knowledge.

Name (please print):

Sign:

Date:

Application Form

Please complete all sections as fully as possible and return to:

New Reflexions
 Human Resources - Head Office
 The Fitzroy Academy, Cruckton
 Shrewsbury SY5 8PR
hadmin@newreflexions.co.uk

Position Applied For:				
Have you previously applied for a position at New Reflexions? (Please tick)			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personal Details				
Preferred Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (Please specify):				
Surname: <input type="text"/>		Forename(s): <input type="text"/>		
Previous Names (if applicable): <input type="text"/>				
If you prefer to be called by a name other than the one listed above, please specify: <input type="text"/>				
Home Address & Postcode: <input type="text"/>				
Daytime Contact Number: <input type="text"/>		Evening Contact Number: <input type="text"/>		
Email Address: <input type="text"/>				
Do you have the right to work in the United Kingdom? Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview				
If yes, please state on what basis:				
<input type="checkbox"/> UK Citizen <input type="checkbox"/> EU Settled Status <input type="checkbox"/> Skilled worker Visa <input type="checkbox"/> Graduate Visa <input type="checkbox"/> Youth Mobility Visa				
<input type="checkbox"/> Other – Please provide details: <input type="text"/>				
If No, what restrictions are there on your right to work in the UK?				
Do you hold a full UK Manual Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/>				
National insurance Number: <input type="text"/>				
Have you spent time living and/or working outside of the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes, please give details, including countries and relevant dates: <input type="text"/>				

Relationship to New Reflexions

Please list any personal relationships that exist between you and any of the following members of the New Reflexions community:

- Directors
- Governors/trustees
- Staff including Management team
- Pupils
- 'Friends' of New Reflexions

If you have a relationship with a member of the New Reflexions community as mentioned above, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at New Reflexions

Have you been referred to us by a member of the New Reflexions community? If so, please specify who:

Working Practices

Please tick/complete as appropriate

Are you available to work weekends, evenings and bank holidays? Yes No

Are you able to work able to complete a rota pattern with sleep ins? Yes No

Do you / will you have any other employment if you came to work for New Reflexions? Yes No

If yes please give details:

Professional Registration/Membership

E.g., Social Care Wales, SSSC, NMC, HCPC:

Registration Body:

Registration Number:

Expiry/Renewal Date:



Education, Qualifications and Training

Please provide details of your education, qualifications, and training from secondary school onwards.

You will be required to produce evidence of qualifications



Employment History

Please begin with most recent. Full history is required - from leaving secondary education to the present. Please include months and years for all appointments. Please use an additional sheet if you require more boxes.



Employment Gaps

Please provide details of any employment gaps since leaving secondary education, and give the reason for the gap.

Start Date	End date	Reason for employment gap



Reasons For Applying

Please explain how your skills, experience and personal qualities make you suitable for this role. You may refer to the person specification.

References

Please include below the name, status, address, and telephone number of two referees, who are not related to you, one of whom must be your current or most recent employer. If you are not currently working with children or vulnerable adults but have done so in the past, your second reference must be from the last place where you worked with children or vulnerable adults.

New Reflexions reserves the right to seek any additional references we may deem appropriate. In line with the Children's Home Regulations 2015, if you are offered a role in our children's home, we will try to contact all your previous employers in the children's workforce to ascertain your suitability and integrity.

Please note that if you have applied for a position at a New Reflexions School we will contact at-least one of your references prior to interview.

Information requested will include details of your past performance, disciplinary records, reason for leaving and suitability to work with adults, children, and young people.

1. Current / Most Recent Employer

Name & position:

Address	Telephone Number:	
	Mobile Number:	
	Email address:	

If this referee knows you by a different name, please state:

If you do not wish for us to contact this referee without your prior agreement, please tick this box

2. Previous Employer

Name & position:

Address	Telephone Number:	
	Mobile Number:	
	Email address:	

If this referee knows you by a different name, please state:

If you do not wish for us to contact this referee without your prior agreement, please tick this box

Teaching Posts only:

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 General Teaching Council sanction or restriction?	

Management posts at New Reflexions Schools only:

Prohibition from management of an independent school (s128)

Management of an independent school includes the role of proprietor, headteacher, deputy headteacher, assistant headteacher, finance director, bursar, etc and may also include departmental heads or similar. Individuals who are included on the s128 list are prohibited from being employed in management of an independent school. If you are applying for a management role at a New Reflexions School, please answer the following question

Are you included on s128 list / prohibited from managing an independent school?

All applicants to complete

I declare that the information I have provided in this application is true and complete. I understand that any false statements or omissions may result in withdrawal of an offer or termination of employment. I consent to the organisation processing this information for recruitment and safeguarding purposes, in accordance with the Data Protection Act 2018 and UK GDPR. I understand that any offer of employment is conditional upon satisfactory checks, including references, criminal records, right to work verification, qualification verification, and health clearance. I confirm I am not barred or disqualified from working with children or vulnerable adults. I agree to immediately disclose any criminal charges, cautions or convictions arising during my employment.

Signed:

Date:

Print Name: