**APPLICATION FOR EMPLOYMENT**

**lease complete this form in black ink**

|  |
| --- |
| 1. **DETAILS OF VACANCY**
 |
|  |  |
| Post Applied for: |  |
|  |  |
| Academy: |  |
|  |  |
| Closing Date: |  |
| Please return your completed application form to the email address stated on the job pack |
|  |  |
| 1. **PERSONAL DETAILS**
 |
|  |  |
| Title: |  |
|  |  |
| Surname / Family Name: |  |
|  |  |
| Forename/s: |  |
|  |  |
| Address: |  |
|  |  |
| Post Code: |  |
|   |
| Contact Details: | Tel. No. Home: |
| Tel. No. Work: |
| Tel. No. Mobile: |
| Email: |
|  |  |
| Date of Birth: |  |
|  |  |
| National Insurance Number: |  |
|  |  |
| Qualified Teacher Status: | YES / NO (Delete as appropriate) |
|   |
| DfE Reference No: (if applicable) |  |

|  |
| --- |
| 1. **EDUCATION - Secondary, Further & Higher.** Please list your education history, use additional sheets if required.
 |
| Dates: From & To | School / College / University / Training Establishment | Qualifications Obtained/Expected(include subject and grade) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
| 1. **Professional and Personal Development - most recent first.** Please include details of any relevant training courses undertaken in the last 5 years, use additional sheets if required.
 |
| Dates: From & To | Course Title and/or Accreditation | Name of Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
| 1. **SKILLS, EXPERIENCE & KNOWLEDGE:** Please explain why you are applying for this position and give details of any experience, skills and training you think is relevant, together with any other information to support your application. (Please refer to the job description and how you meet the requirements set out in the person specification in your answer.)
 |
|  |  |  |  |  |
|  |
| (Please continue on a separate sheet if required) |
|  |
| 1. **CURRENT OR MOST RECENT EMPLOYMENT**
 |
|  |
| Post Held: |  |
|  |
| Name & Address of Employer: |  |
|  |
| Post Code: |  |
|  |
| Date Appointed: |  |
|  |
| Date Left: (if applicable) |  |
|  |
| Grade / Salary: |  |
|  |
| Name of Line Manager: |  |
|  |
| Notice Period: |  |
|  |
| Main Responsibilities:: |
| 1. **PREVIOUS EMPLOYMENT - most recent first:** Previous employers may be contacted to validate information provided. (Use additional sheets if required).
 |
|  |
| Dates: From and To | Position held and main responsibilities | Name of Employer | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| 1. **Please account for any gaps in your employment history**
 |
|  |
|  |
| 1. **REFERENCES:** Please provide two professional references, the first reference should be your present or most recent employer. References will not be accepted from relatives or people acting sole int he capacity of friends. Please let your referees know that you have listed them as a referee as references will be required for shortlisted candidates prior to interview. It is normal practice for references to be obtained before any formal interview is held, although time may not always permit this.

**Please ensure an email address is supplied as reference requests will be sent electronically.** |
|  |
| 1. Referee 1
 |
|  |
| Name & Address: |  |
|  |
| Email Address: |  |
|  |
| Telephone No: |  |
|  |
| Organisation: |  |
|  |
| Position/Job Title: |  |
|  |
| Years Known: |  |
|  |
| Relationship to you: |  |
|  |
| Are you happy for us to contact this referee prior to interview? | YES / NO (Please delete as appropriate) |
|  |
|  |
| 1. Referee 2
 |
|  |
| Name & Address: |  |
|  |
| Email Address: |  |
|  |
| Telephone No: |  |
|  |
| Organisation: |  |
|  |
| Position/Job Title: |  |
|  |
| Years Known: |  |
|  |
| Relationship to you: |  |
|  |
| Are you happy for us to contact this referee prior to interview? | YES / NO (Please delete as appropriate) |
|  |
| 1. Reference declaration
 |
| Reference requests sent to your referees will ask the following as a minimum:* Relationship to you
* Details of your post and salary
* Performance history
* Details of formal capability proceedings within he last two years
* Details of live disciplinary sanction or action pending, which is not related to safeguarding concerns
* Details of disciplinary procedures, allegations or concerns involving the safety and welfare of children/young people. This includes ‘time expired’ sanctions
* Concerns about your suitability to work with children
 |
|  |
| I have applied for the position listed above within the City Learning Trust.I understand that in order to complete my application references must be sought on my behalf and are a statutory requirement for any employee or volunteer within education.I hereby grant full permission for my professional records, including attendance and disciplinary data to be shared with the City Learning Trust. |
|  |
| Signature: | Date: |

|  |
| --- |
| 1. **PERSONAL DATA**
 |
|  |  |  |  |  |  |  |
| Where did you hear about this vacancy? | City Learning Trust Website: |  |
|  |  |  |  |
| TES Online: |  |
|  |  |  |  |
| Word of Mouth: |  |
|  |  |  |  |
| Other (please specify) |  |
|  |  |  |  |  |  |  |
| Do you have a current full clean driving licence? (only required for posts that require driving) | Yes: |  |
|  |
| No: |  |
|  |
| Not Applicable: |  |
|  |  |  |  |  |  |  |
| Do you require sponsorship? | Yes: |  |
|  |  |  |  |
| No: |  |
|  |  |  |  |  |  |  |
| Are there any special arrangements which we can make for you if you are called for interview and/or work-based assessment? | Yes: - please specify (e.g. ground floor venue, sign language etc |  |
|  |  |  |  |
| No: |  |
|  |  |  |  |  |  |  |
| 1. **DISCLOSURE AND BARRING:**
 |
|  |  |  |  |  |  |  |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found on the Ministry of Justice website.Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information for the Disclosure a & Barring service before your appointment is confirmed.Any data processed as part of the DBS check will be processed in accordance with he data protection regulations and our privacy statement.If you have live or worked outside of the UK in the last five years, we may require additional information in order to comply with safer recruitment requirements. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1. **DATA PROTECTION**
 |
|  |  |  |  |  |  |  |
| Data Controller Name: **City Learning Trust**Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with out legal obligations
* We need to process it for our legitimate interests

The Trust uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individuals as shown below. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice for job applications which is located at <https://citylearningtrust.org/wp-content/uploads/2021/10/V1.1-Job-Application-Privacy-Notice.pdf>In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent is freely given. Your job application is not dependent on your giving consent to our processing of this data.Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting ????? |
|  |  |  |  |  |  |  |
| Signature: | Date: |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1. **CHILDCARE DISQUALIFICATION**
 |
|  |  |  |  |  |  |  |
| In some educational settings, there is a requirement for some staff to disclose relevant information. The information disclosed will be treated as strictly confidential. We will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations. |
|  |  |  |  |  |  |  |
| 1. **PROHIBITION FROM TEACHING AND/OR MANAGEMENT**
 |
|  |  |  |  |  |  |  |
| We will check that anyone to be employed to carry out teaching work is not subject to a teacher prohibition order or interim prohibition order issued by the Secretary of State. Where appropriate we will check whether restrictions or sanctions have been imposed by an EEA regulating authority. For management posts, we will check whether a section 128 direction has been made. |
|  |  |  |  |  |  |  |
| 1. **RIGHT TO WORK IN THE UK**
 |
|  |  |  |  |  |  |  |
| We will require you to provide evidence of your right to work in the UK. |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1. **NOTES**
 |
|  |  |  |  |  |  |  |
| 1. It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a ‘regulated position’. The position you are applying for is a ‘regulated position’.
2. A pre-employment medical questionnaire will be required. A medical examination may be required.
3. We have a duty to protect the public funds we administer. To this end, we may use the information you share as part of this recruitment press for the purposes of prevention and detection of fraud. We may therefore share this information for such purpose with statutory bodies responsible for auditing or administering public funds.
4. Should you application be unsuccessful, the details you have supplied will be retained buy us for six months unless you specifically request that this should not be the case.
 |
|  |  |  |  |  |  |  |
| 1. **SELF DECLARATION**
 |
|  |  |  |  |  |  |  |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to satisfactory references, satisfactory DBS and Barred list checks, entries on this form proving to be complete and accurate, satisfactory medical report, if applicable. I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.I understand that if I give any information which is false, or I withhold any relevant information, this may lead to by application being rejected, or if already appointed, to termination of employment.I understand that information given on this form may be used in accordance with Data Protection as set out above.I agree to provide, when requested such evidence as may be required to enable all necessary checks to be carried out. |
|  |
| **Signed:** |
|  |
| **Date:** |

|  |
| --- |
| **EQUAL OPPORTUNITIES MONITORING FORM (to be detached before shortlisting)** |
|  |
| City Learning Trust is an equal opportunities employer. The aim of our policy is to ensure no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity’s race religion or belief, sex or sexual orientation.To assess whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.This information will not be used during the selection process. It will be used for monitoring purposes only. |
|  |
| **AGE:** |
|  |
| School age |  | Over school age - 17 |  |  | 18 - 24 |  |
|  |
| 25 - 34 |  | 35 - 44 |  |  | 45 - 54 |  |
|  |
| 55 - 64 |  | 65 - 74 |  |  | Prefer not to say |  |
|  |
| **GENDER:** |
|  |
|  | Female |  |  | Male |  |  | Transgender |  |
|  |
|  |  |  |  | Other |  |  | Prefer not to say |  |
|  |
| **SEXUAL ORIENTATION:** |
|  |
| Homosexual Man |  |  | Bisexual |  |  | Hetrosexual |  |
|  |
| Homosexual Woman |  |  | Other |  |  | Prefer not to say |  |
|  |
| **RELIGION OR BELIEF:** |
|  |
| No religion |  |  | Hindu |  |  | Sikh |  |
|  |
| Buddhist |  |  | Jewish |  |  | Other |  |
|  |
| Christian |  |  | Muslim |  |  | Prefer not to say |  |
|  |
|  |
| 1. **ETHNIC ORIGIN:**
 |
|  |
| **WHITE:** | British |  |  | Irish |  |  | Gypsy/Roma |  |
|  |  |  |  |  |  |  |  |
| Any Other White Background (please specify) |  |  | Traveller of Irish heritage |  |
|  |  |  |  |  |  |  |  |  |
| **MIXED:** | White & Black Caribbean |  | White & Asian |  |
|  |  |  |  |  |  |  |  |
| White & Black African |  | Any Other Mixed Background (Please specify) |  |
|  |  |  |  |
| **ASIAN OR BRITISH ASIAN:** | Chinese |  |  | Indian |  |  | Pakistani |  |
|  |  |  |  |  |  |  |  |
|  |  | Bangladeshi |  | Other Asian (please specify) |  |
|  |  |  |  |  |  |  |  |  |
| **BLACK OR BLACK BRITISH:** | Caribbean |  |  | African |  |
|  |  |  |  |  |  |
|  |  |  | Any Other Black Background (Please specify) |  |
|  |  |  |  |  |  |  |
| 1. **DISABILITY:**
 |
|  |  |  |  |  |  |  |
| The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. For these purposes, ‘long-term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur. |
|  |  |  |  |  |  |  |
| Do you have a disability, long-term illness or health condition? |
|  |  |  |  |  |  |  |
| Yes |  |  |  |  | No |  |
|  |  |  |  |  |  |  |