**Bohunt Education Trust **

**APPLICATION FORM**

**NON TEACHING APPOINTMENTS**

***Please ensure that all additional attachments are clearly marked.***

***Thank you.***

Bohunt Education Trust operates an equal opportunities policy. Your skills and experience are the only things we look at when you apply for a job. We ask for some personal information in section two so that we can monitor our equal opportunities policy. This information is not given to the selection panel.

If you are returning a hard copy of this form please type or complete the details in black ink/ball pen. **Please do not enclose a curriculum vitae.**

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| --- | --- | --- | --- | --- |
| Post applied for |  | | | |
| Post No |  | Where did you hear about this vacancy? | |  |
| Preferred Title  Dr Mr Mrs Ms Miss other |  | Surname (block capitals) | |  |
| Forenames (in full) |  | Preferred to be known as |  | |
| Previous surname (s) |  | Used from - to |  | |
| Address |  | | | |
| Telephone Number |  | Mobile Number |  | |
| Email Address |  | | | |
| National Insurance Number |  | Are you eligible to work in the UK? Yes / No  If no, please specify your circumstances: | | |
| The Bohunt Education Trust 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. | | | | |

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| **PRESENT APPOINTMENT (or most recent job if you are currently unemployed)** | | | |
| Name of Employer: |  | | |
| Address of employer |  | | |
| Job Title |  | | |
| (if part time, please give details) |  | Date Appointed |  |
| Reason for leaving |  | Date available if appointed or date left |  |
| Grade/Salary |  | Notice period for present employer |  |
| What other allowances and benefits do you receive? (e.g. car/pension/health scheme) |  | | |
| What type of business do you work in now? How many people does your organisation employ? |  | | |
| Please describe the duties and responsibilities of your present job showing your position within the organisation. **You may continue on a separate sheet if necessary.** Please send a separate attachment including your name and the post applied for. | | | |
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| **PREVIOUS JOBS** ***Most recent employer first*** Please note that all time since leaving full time education must be accounted for, e.g. training, unemployment or time taken out of paid employment due to caring responsibilities – the following page has sections for further detail if required. Please ensure you include the month and the year for employment dates. | | | | |
| Name and address of employer | Date From/  To | Job title  and brief overview of post and responsibilities, | Reason for leaving | Grade/Salary |
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| **CONFIDENTIAL REFERENCES** | | | | | | |
| **Please give name, address, telephone number, email address and status of two referees from two different employers. One of these must be your present/most recent employer. Relatives should not be named as referees.**    **REFERENCES WILL NORMALLY BE TAKEN UP BEFORE INTERVIEW.**  PLEASE NOTE THE SCHOOL RESERVES THE RIGHT TO CONTACT ANY PREVIOUS EMPLOYER TO PROVIDE A REFERENCE AND NOT JUST THOSE NOTIFIED BY THE CANDIDATE. | | | | | | |
| Referee 1: | | Name, address, Telephone Number: | | | | |
| Capacity in which known: | | Email address: | | | | |
| Permission to request reference before interview (please tick) | | Yes | |  | No |  |
| Referee 2: | | Name, address, Telephone Number: | | | | |
| Capacity in which known: | | Email address: | | | | |
| Permission to request reference before interview (please tick) | | Yes | |  | No |  |
| **PERIODS OF NON-EMPLOYMENT**  **Please indicate nature/reasons for any periods of non-employment including relevant dates** | | | | | | |
| From | To | | Reason | | | |
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| **EDUCATION / QUALIFICATIONS/TRAINING** | | | |
| Please list your educational history, NVQ’s, GCSE’s, A-levels, overseas qualifications should be included in this section. | | | |
| Establishment (Secondary, Further) | From | To | Qualifications obtained, detailing  subjects, grades and dates |
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| **PROFESSIONAL EXAMS** | **DATE OBTAINED** | | **AWARDING BODY/ADDRESS** |
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| Please give details of any membership of a professional or similar organisation | | | |
|  | | | |
| Please list any specialist training courses you have attended which are relevant to this job (including relevant in-house training courses – use a separate sheet if necessary). Please state course title/organising body/length of course/dates taken from/to/grade, level or stage. | | | |
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| **Do you hold a current driving licence?**  Yes/No (please delete)  Which class of licence(s) do you hold? ……………………………………………………….. | | | |

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| **ADDITIONAL INFORMATION**  Please provide any additional information relevant to this application. You may wish to discuss additional skills, details of personal development and relevant special interests. |
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| **DISCLOSURE RELATIONSHIP** | | | |
| *Please delete as applicable* | | | |
| 1. I certify that to the best of my knowledge and belief I am not related to or in a relationship with any employee, governor or Trustee of the Bohunt Education Trust. | | | |
| 1. I declare that I am related to or in a relationship with the following employee, governor or Trustee of the Bohunt Education Trust. | | | |
|  | Name | Position | Relationship |
|  |  |  |  |
| **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 one 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 * We need to process it for our legitimate interests   You’ll find more information on our legitimate interests and how we use your personal data in our privacy notice on our website. <https://www.bohunttrust.co.uk/statutory-info/policies/>  Signed Dated | | | |
| **RIGHT TO WORK IN THE UK** | | | |
| The Bohunt Education Trust 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. | | | |
| **DISCLOSURE AND BARRING AND CHILDCARE DISQUALIFICATION** | | | |
| Bohunt Education Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Bohunt Education Trust’s privacy statement.  Do you have a DBS certificate?: ☐Yes ☐No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years, the Bohunt Education Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  Have you lived or worked outside of the UK in the last 5 years?: ☐Yes ☐No  Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | | | |
| **DECLARATION** | | | |
| I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that if I give any false information or leave out important information will make my application unacceptable and, if I am appointed, may lead to my dismissal.  Signature ……………………………………………………………….. Date ……………………………………….. | | | |

**SECTION TWO - EQUAL OPPORTUNITIES – MONITORING SUPPLEMENT *(Please ✓ appropriate box)***

**THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY THE SELECTION PANEL**

Bohunt Education Trust wants to promote equality for everyone. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality, inclusivity and diversity. By completing this section, you will help the organisation to achieve this. This is voluntary and will only be used for monitoring purposes.

Name Post applied for …………

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| Date of Birth Age  Do you wish to apply for this post on a job share basis? Yes No  Do you consider yourself to have a disability or health condition? Yes No Prefer not to say  (If you require adjustments to be made to attend an interview, please let us know when you are contacted to attend) |

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|  | **Ethnic Origin** How would you describe your ethnic origin? | | | | | | | |
|  |  | **White** | | |  | **Mixed** | | |
|  |  |  | | |  |  | | |
|  |  | British |  | Any other white background |  | White & Black Caribbean |  | Any other mixed background |
|  |  |  |  |  |  |  |  |  |
|  |  | Irish | Please state ………………………. | |  | White & Black African | Please state …………………………… | |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | White & Asian |  |  |
|  |  |  | | |  |  | | |
|  |  | **Asian or Asian British** | | |  | **Black/African/Caribbean/ Black British** | | |
|  |  |  | | |  |  | | |
|  |  | Indian |  | Chinese |  | Caribbean |  | Any other black background |
|  |  |  |  |  |  |  |  |  |
|  |  | Pakistani |  | Any other Asian background |  | African | Please state ……………………………….. | |
|  |  |  |  |  |  |  |  |  |
|  |  | Bangladeshi | Please state,……………………….. | |  |  |  |  |
|  |  |  | | |  |  | | |
|  |  | **Other Ethnic group** | | |  | **I do not wish to give this information** | | |
|  |  |  | | |  |  | | |
|  |  | Arab |  | Any other ethnic group |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  | Please state …………………………… | |  |  |  | |
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| **Religion** None Christian *(inc Church of England, Catholic, Protestant and all other Christian denominations)*  Buddhist Hindu Jewish Muslim Sikh Other Please state …………………………..  I do not wish to give this information |

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| **Gender** Man Woman Intersex Non-binary Prefer not to say  If you prefer to use your own term, please specify here……………………………………………………………………………………………………….. |

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| **Sexual Orientation** Heterosexual Gay woman/lesbian Gay man Bi-sexual Prefer not to say  If you prefer to use your own term, please specify here……………………………………………………………………………………..……………….. |

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| **Marital Status**  Married or in a Civil Partnership Not married or in a Civil Partnership Prefer not to say |

Thank you for completing the form.