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**Activate Learning Education Trust Application Form**

This application form will be used for the purposes of progressing applicants through the assessment and selection process.  Please complete the form as fully as possible.  If you cannot add an electronic signature to the declarations on this form you will be required to sign your application at a later stage of the selection process. By submitting this form as an email attachment, you undertake that the information you have provided is true and accurate to the best of your knowledge.

Activate Learning Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share and promote our commitment.

In line with Keeping Children Safe in Education 2022 we carry out social media checks on all shortlisted candidates.

Please note: we **do not** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

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| **Post Applying For:**  **School:**  **Do you have Qualified Teacher Status:** Choose an item.  **Date of Qualification:** Click or tap to enter a date.  **Teacher Number (if applicable):**  **Name at time of Degree qualification or PGCE if different:** | | | | |
| **Surname:**  **Previous Surnames:** | | **First Name(s):** | | |
| **Address:** | | | | |
| Telephone | ***Daytime:*** | | ***Evening:*** | ***Mobile:*** |
| **E-Mail address (essential):** | | | | |
| **Right to Work** | | | | |
| Do you have the right to work in the UK Choose an item.  If yes, please state on what basis: Other - please provide full details in the space below | | | | |

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| **Time Spent Living and/or Working Abroad** | | |
| Have you spent time living and or working abroad Choose an item.  If yes, please give details including countries and relevant dates: | | |
| Present Employment / Occupation | |
| Post title: | Salary: Other remuneration / benefits: |
| Name of Organisation: | |
| Address of Organisation: | |
| Date appointed to current post:Click or tap to enter a date. | Date appointed to organisation: Click or tap to enter a date. |
| **Size of budget for which you are entirely responsible:** (if applicable) | Overall budget of organisation referred to above:(if applicable) |

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| Are you related to **an employee** (or a member of the Trust Board) of Activate Learning Education Trust?  Choose an item.  If “yes” **who is the employee** or member of the Trust Board and what is the relationship to you? (*failure to disclose such a relationship will lead to disqualification, as will any canvassing in connection with this appointment)* |
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| **Previous Employment Summary** *(most recent first)*  Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education, including periods of post-secondary education/training, part time, voluntary work as well as full time employment.  If you have had periods of time not in employment or education/training please record these providing an explanation (for example, looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc) including the start and end dates for that period of time. | | | | |
| Employer | Post Title | | **Dates** (from – to) | Reason for leaving |
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| Current Notice Period required/when would you be available to start work. | |  | | |

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| Employment Gaps Please provide details of any employment gaps since leaving school and give the reasons for the gap. | | |
| Start date | End date | **Reason for employment gap** |
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| --- | --- | --- |
| Education & Training | | |
| Institution | Qualifications achieved | Date awarded |
|  |  |  |

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| --- | --- | --- |
| Relevant Professional Development Activities / Courses attended in the last three years | | |
| Course title / activity | Date Achieved | Duration |
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| **Motivations, Responsibilities & Key Achievements** |
| **What attracted you to this post?** |
|  |
| **Please state here (briefly) your current responsibilities and your position within the reporting structure.** |
|  |
| **Please highlight your 3 key personal achievements at work within the last two years** |
|  |
| **Personal Statement**  In no more than 500 words, tell us why you consider yourself to be the ideal candidate for this post. Please make reference to the Person Specification. |
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**Additional Information**

|  |  |
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| Do you hold a current driving licence? Choose an item. |  |
| Do you have regular use of a vehicle and are you prepared to use this if required for work purposes? Choose an item. |

**References**

Please provide two **employer** referees who can confirm that you meet the selection criteria for the post. Your referees should not be related to you in any way nor writing solely as a colleague or friend.

If you are (or have recently been) employed, one **must** be your current or last employer.

If you are (or have recently been) a student, one should be a senior staff member from your place of study.

For vacancies in a school or working with children and you are not currently working with children but have done so in the past, one referee should be from a senior manager in that organisation.

Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Confirmation of your appointment with us will depend upon these references being satisfactory. If you were known to either of your referees by another name, please give details.

*If you are currently working or have previously worked with children, young people, or vulnerable adults, either on a paid or voluntary basis, your current and/or previous employer will be asked about any disciplinary offences relating to children (including any of which the penalty is time expired) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.*

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| --- | --- |
| Name |  |
| Position |  |
| Address |  |
|  |
| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Choose an item.

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| --- | --- |
| Name |  |
| Position |  |
| Address |  |
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| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Choose an item.

**Data Protection**

[Activate Learning Education Trust Data Protection Policy](https://www.alet.org.uk/wp-content/uploads/2016/09/GOV003_V4_Data-Protection-Policy.pdf)

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

**Disclosure and Barring and Recruitment Checks**

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| Activate Learning Education Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Activate Learning Education Trust privacy notice.  **Do you have a DBS certificate?:** Choose an item. **Date of check:**  If you’ve lived or worked outside of the UK in the last 10 years the Activate Learning 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 10 years?:** Choose an item.  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 information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

**Right to Work in the UK**

Activate Learning 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.

**Name (please print): ………………………………..**

**Signed: ………………………………………………..**

**Date: …………………………………………………..**

Thank you for completing this application form**.** If you have any queries, please do not hesitate to contact the HR Department at the relevant recruiting school.

**Confidential**

**Equal opportunities questionnaire**

Information provided in this section will be confidential to the HR department. It will be used only for the purpose of statistical monitoring and for compiling the personnel record of the successful candidate in support of Activate Learning’s equal opportunities policy. This section of the application form will be detached before it reaches the selection panel to ensure your application is dealt with objectively.

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| --- | --- |
| Name |  |
| Job title |  |
| Date of Birth |  |
| National Insurance Number |  |

**Disability**

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| Are you disabled or do you have any conditions that may require adjustments to your work or working environment?  **YES □ NO □ Prefer not to say □** |
| If yes, please outline your disability. |
| **Interview**  If you are shortlisted for interview, please let us know what arrangements may be needed:  **Arrangements if Appointed**  Please give details of any adjustments which would need to be made for you to carry out the duties of the job if appointed. |

Activate Learning Education Trust welcomes applications from all sectors of the community, including candidates with a disability.

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| --- | --- |
| **Personal details** |  |
| **Surname (family name)** |  |
| **First name** |  |
| **Date of birth (dd/mm/yyyy)** |  |
| **Gender** | Choose an item. |
| **Sexual Orientation** | Choose an item. |
| **Do you consider that you have a disability** | Choose an item. |
| **Religion or belief** | Choose an item. |
| **To which of the following groups do you consider you belong** | Choose an item. |

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| Please confirm below how you ***originally*** heard about our vacancy:  **Please Select** | Choose an item. |
| **If an Agency, please confirm the Agency Name** |  |

I understand that this information may be stored and processed as part of Activate Learning Education Trust monitoring of equal opportunities and as part of the recruitment procedure, and I agree this use of the data I have provided.

**Signature ………………………………………… Date ……………………**