|  |  |
| --- | --- |
| **cid:image004.jpg@01D4FE69.8BE5EE70** | |
|  | |
| APPLICATION GUIDANCE NOTES | |
| You are advised to read the application form, job description, person specification and any other supplementary information carefully so that you understand what the position involves. This information is designed to help you complete the application form as thoroughly as possible. The decision to shortlist you for interview will be based solely on the information you provide in the application form. Please note that sending a CV is not an acceptable substitute for the application form and will not be expected.  When completing your application, give as much information as you can that is relevant to the job for which you are applying. You will only be shortlisted if you meet the essential requirements of the job specification.  Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified On completion, read through your application, checking for errors or gaps. Incomplete forms and ‘please see enclosed CV’ will not be considered. Check the closing date and make sure your application is returned in plenty of time, late applications will only be considered in exceptional circumstances.The form should be filled in as completely and clearly as possible, in black ink or typed. | |
| COMPLETING YOUR FORM | |
| **Personal Details**  Complete this section in full providing an e-mail address if you have one. We send invitations to interview by email. Employment History Please give details of your present employment, detailing your main duties and responsibilities. If you are currently unemployed, please give details of your last employment. Please also provide a summary of your previous employment and explain any break in service/gaps in employments. Previous Employment Please complete, providing details of all employers, positions held, main duties, and reason for leaving (the most recent first). Education and Training Please provide details of educational and professional qualifications including any training courses you have attended or are currently attending. Membership of professional organisations and institutes If you are a member of a professional organisation or institute please give details, indicating the organisation, type of membership, the date joined and expiry date. Supporting your application This section of the form gives candidates the opportunity to expand on their application. Using the job description and person specification, please use this section to explain how you meet the requirements of the role. You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education, relevant training courses, leisure interests, and voluntary activities.  Candidates may wish to use continuation sheets, please ensure that these are clearly marked and securely attached to the application form if you are submitting a hard copy. References Please provide details of two referees. One referee should be your current or most recent employer. If you are a school or college leaver one referee should be your form teacher or a tutor. The other referee can be from an employer (part-time), another teacher or tutor, or from people who know you well and can provide information relating to your application (eg. voluntary organisations, societies and clubs). | |
| DECLARATIONS AND OTHER INFORMATION | |
| CRIMINAL DECLARATIONS This post is exempt from the Rehabilitation of Offenders Act (1974) (amended 2013). This means we are entitled to request details of spent and unspent convictions and cautions that are not protected (ie. eligible to be filtered) and are entitled to take this information into account when determining your suitability for the job. You must therefore disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).  You are not legally required to disclose information concerning protected cautions and convictions. To determine if your caution or conviction is protected and whether or not you need to disclose it, please refer to the guidance and criteria on the filtering of these cautions and convictions which can be found on the Disclosure and Barring Service website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>  If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.  All applicants who are offered employment will be subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and any appointment will be subject to satisfactory clearance of this check and any other relevant pre-employment checks.    Any information given will be completely confidential and will be considered only in relation to your application. | |
| ADDITIONAL INFORMATIONJob Sharing Mercia Learning Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff. Some roles within the Trust are available for job sharing. Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Please indicate whether you are applying for full-time, job share or both. Relationships Please indicate if you have any relationships with any member of staff.  **Equality Act**  Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity.  Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.  Asylum and Immigration Act 1996  The successful applicant will be required to provide one original document which proves their entitlement to work in the UK, eg. Passport or P45/P60 before any offer of appointment is made. A full list of suitable documents for this purpose will be issued to every shortlisted applicant.  **Data Protection**  Any data requested and supplied through our job application will be used for recruitment purposes only and will be handled and stored in accordance with current Data Protection legislation. Your information will be used by the Trust and could be shared with third parties involved in the recruitment process to verify the information you have provided. All records from the recruitment process will be held for 6 months after which they will be destroyed, unless unsuccessful candidates specifically request that this should not be the case. Successful applicant information will be retained as part of the employee record. You have rights under Data Protection law. For further details about your rights please see our Privacy Notice.  By **signing and dating** your application form, you are:   * confirming that all the information contained within your application form is correct and understanding that false or misleading statements or omissions, may, in the event of employment, result in dismissal. * acknowledging the fact that canvassing any members or employees of Mercia Learning Trust in connection with this appointment will disqualify you. | |
| **cid:image004.jpg@01D4FE69.8BE5EE70**  **Please refer to the guidance notes before you complete this Application Form**  **Please use black ink or type** | | |
| APPLICATION FOR EMPLOYMENT | | |
|  | | |
| Post Applied for: Click or tap here to enter text. | | |
|  | | |
| PERSONAL DETAILS | | |
| Surname/family name: Click or tap here to enter text.  Previous surname(s): Click or tap here to enter text. | First name(s)/other names: Click or tap here to enter text. | |
| How do you wish to be addressed in correspondence?  **MR/MRS/MISS/MS or OTHER** (Please state):  **Address for correspondence:**  Click or tap here to enter text.  **Postcode:** Click or tap here to enter text.  **E-mail:** Click or tap here to enter text. | **Telephone number where you can be contacted:**  **Day:** Click or tap here to enter text.  **Evening:** Click or tap here to enter text.  **Mobile Nº:** Click or tap here to enter text. | |

|  |
| --- |
| FOR TEACHING POSTS ONLY |
| DfE Reference Number: Click or tap here to enter text. |
| Date of Award of Qualified Teaching Status: Click or tap here to enter text. |
| **Have you completed or completing the National Professional Qualification of Headship (NPQH)?**  **Yes**  **No**  **If yes;**    **Candidate Number:** Click here to enter text.  **Date Commenced:** DD/MM/YYYY  Date completed/ due for completion: DD/MM/YYYY |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | |
| Present or Most Recent Employment | | | | | |
| **Name & Address of Employer:**  Click or tap here to enter text. | | | | **Employing Authority/Academy Trust:**  Click or tap here to enter text. | |
| **Job Title:** Click or tap here to enter text. | | | | **Salary Per Annum: £** Click or tap here to enter text.  **Grade/Scale Point: £** Click or tap here to enter text. | |
| **Date Started:** Click or tap to enter a date. | | | | **Date Left (if relevant):** Click or tap to enter a date. | |
| **Notice Required:**  Click or tap here to enter text. | | | | **If appointed, please give the date on which you could commence employment**: Click or tap here to enter text. | |
| **Please specify your reason for leaving or looking for a new post:** Click or tap here to enter text. | | | | | |
| State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:  Click or tap here to enter text. | | | | | |
| Previous Employment  Please include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. | | | | | |
| **Period Employed** | | **Name of Employer, Address**  **& Nature of Business** | **Job Held, Grade, Salary/Wage**  **Previous Pay Spine Point** | | **Reason for Leaving** |
| **From**  **Mth/Yr** | **To**  **Mth/Yr** |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |
| Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. |

|  |
| --- |
| **Please explain any break in your continuity of employment:**  Click or tap here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDUCATION AND TRAINING | | | | |
| Qualifications Obtained – Educational & Professional | | | | |
| **Name of School/College/University** | **Subject(s)** | **Qualification/Level** | **Outcome/ Grade Achieved** | **Date of Qualification** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| Training Courses Attended or Currently Being Taken  (include any relevant short-courses) | | |
| **Title of Training Provider** | **Course/Qualifications** | **Duration** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies**  (relevant to the position you are applying for) | | |
| **Name and Address of  Professional Body** | **Grade of Membership** | **Membership Number** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **INFORMATION TO SUPPORT YOUR APPLICATION** |
| Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.  This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. |
| Click or tap here to enter text.  (*Please continue on a separate sheet as required*) |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| REFERENCES | |
| Please give the names and addresses of two people to whom we may write for a reference. Referee (1) should be your present or most recent employer. Please state whether the referee is in a professional, personal or academic capacity. If you have not previously been employed your referee can be academic or another responsible person who knows you well, but not a relative. **Referees will be contacted before interview**. | |
| **REFEREE 1** (present or most recent employer)  (please tick relevant box)  **Professional:**  **Personal:**  **Academic:** | **REFEREE 2** (please see above note)  (please tick relevant box)  **Professional:**  **Personal:**  **Academic:** |
| Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text. | Name: Click or tap here to enter text.  Job Title: Click or tap here to enter text. |
| Address:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. | Address:  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Mobile No: Click or tap here to enter text.    Work telephone: Click or tap here to enter text.    Email address: Click or tap here to enter text. | Mobile No: Click or tap here to enter text.    Work telephone: Click or tap here to enter text.    Email address: Click or tap here to enter text. |
| You may use a Trust employee or school governor as a referee, ideally they should not be directly involved in the recruitment process (unless no alternative exists). However, any attempt to influence the process in your favour or on your behalf will disqualify you. | |
| Are there any dates when you will not be available for interview, eg. holidays –  Please state: Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **DECLARATIONS** | |
| **CRIMINAL DECLARATION**  This post is exempt from the Rehabilitation of Offenders Act (1974) (amended 2013). This means we are entitled to request details of spent and unspent convictions and cautions that are not protected (ie. eligible to be filtered) and are entitled to take this information into account when determining your suitability for the job. You must therefore disclose information about spent and unspent criminal convictions (other than a protected conviction) and spent and unspent cautions (other than a protected caution).  If you are shortlisted for the post, your suitability to work with children will be explored and this will include disclosing any convictions. The information you disclose may be discussed with you during the interview.  All applicants who are offered employment will be subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and any appointment will be subject to satisfactory clearance of this check and any other relevant pre-employment checks.    Any information given will be completely confidential and will be considered only in relation to your application. | |
| **ADDITIONAL INFORMATION** | |
| i)  ii)  iii)  iv) | **Job Sharing:** If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:  **Please ✓** Full Time  Job Share  Either  **Relationships:** Do you have any relationships (personal/ business/financial) with a governor or senior member of staff that may conflict with the duties of the post for which you are applying?  **Please ✓** Yes  No  If yes, please provide details: Click or tap here to enter text.  **Equality**: Mercia Learning Trust is an Equal Opportunity Employer.  Do you consider yourself to be disabled?  **Please ✓** Yes  No  If you have answered ‘Yes’ above, please give details below the assistance or requirements you will need, should an interview take place for this role: Click here to enter text  **Declaration:** I confirm that the information on this form is true and correct and will be used as part of my contract of employment. I understand that the Trust may contact my referees and verify any qualifications/registration which are required for the job.  I accept that any false statement or omission may lead to my being dismissed if appointed to the post.  **Please ✓** Yes  No  Signed: Click here to enter text Date: DD / MM / YYYY  **Data Protection:** The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of Mercia Learning Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview. By signing below you give explicit consent for us to process your data for these purposes and these purposes only.  **Please note: Mercia Learning Trust has a safer recruitment policy, to adhere to this, all offers of employment are conditional subject to satisfactory references, an enhanced DBS check and evidence of the Right to Work in the UK.** |

|  |
| --- |
| **Please return this form either by email to** [**recruitment@merciatrust.co.uk**](mailto:recruitment@merciatrust.co.uk) **or by post to:**  **Mercia Learning Trust, 79 Glen Road, Sheffield S7 1RB** |