

Oak Learning Partnership

Application Form

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| **Data protection notice** |
| Throughout this application 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 our legal obligations   You’ll find more information on how we use your personal data in our privacy notice at the following link;  <https://oaklp.co.uk/documents/key-information/data-protection-and-gdpr/recruitment-privacy-notice.pdf> |

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| **APPLICANT Name** | |
| **Name:** |  |

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| **vacancy information** | |
| **Application for the post of:** |  |
| **School/Establishment:** |  |
| **Where did you first hear about this vacancy?** |  |

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| **Disclosure and barring and recruitment checks** |
| Oak Learning Partnership 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.  If the school you are applying for has pupils aged under 8, we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.  **Do you have a DBS certificate:** **☐Yes ☐No Date of check:**  **Have you subscribed to the DBS Update Service: ☐Yes ☐No**  *If Yes, please ensure that you advise the trust if you unsubscribe whilst still in employment.*  *If No, a DBS Application form* ***must*** *be completed.*  If you’ve lived or worked outside of the UK in the last 5 years we 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**  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Any convictions listed on a DBS check will be considered on a case-by-case basis. |

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| **right to work in the uk** |
| The 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. |

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return your completed application form to **hr@oaklp.co.uk**

1. Personal details

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| **personal details** | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |

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| **contact details** | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

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| **disability and accessibility** | | |
| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | | |
| **relationship to the [school/trust]** | | |
| Please list any personal relationships that exist between you and any of the following members of the school or Trust community:   * Trustees * Local governors * Staff * Pupils   If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at School or Trust** |
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1. Employment history

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| **current employment details** | | | | | | |
| **Job title** | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Description of responsibilities** |
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| **Previous employment** | | | |
| Please provide details of all previous employment. List the most recent employment first. | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Reason for leaving** |
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1. Education, qualifications and training

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| **education and qualifications** | | |
| Please provide details of your education from secondary school onwards.  You’ll be required to produce evidence of qualifications. | | |
| **Dates attended**  **(month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades)** |
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| **TRAINING AND PROFESSIONAL DEVELOPMENT** | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. | | | |
| **Course dates** | **Course title** | **Qualification obtained** | **Course provider** |
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| **Driving licence details** | |
| **Do you have a valid driving licence?** |  |
| **Do you have access to a vehicle?** |  |

1. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If your references are school based, the referee **must** be the Headteacher. If you’ve not previously been employed, please provide details of another suitable referee.

The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

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| **Name** | **Relationship to you** | **address and post code** | **contact number** | **email address**  **(Work email where possible)** | **is this your current employer?** |
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If either of your referees knows you by a different name, please state:

**If you do not wish your referees to be contacted without your prior agreement, please tick this box: ☐**

1. Letter of application

Please attach an accompanying letter explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, one of the ways we monitor is by analysing information from applicants as requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **equalities monitoring information** | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | **M** | | **Y** | **Y** | **Y** | **Y** |
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| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | | | | | | | |

1. Declarations

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| **declarations** |
| ***The applicant understands and has agreed to the declarations:*** |
| * They consent to the usage, handling and storage of their data under the Data Protection Act 1998. * They understand that certain convictions and cautions may be considered ‘protected’ and do not need to be disclosed to employers, as per the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). * They confirm that they are not subject to any immigration controls or restrictions that prohibit them from working in the UK. * They acknowledge that if shortlisted, they will be asked to sign a written declaration stating any convictions, cautions, reprimands or final warnings on their record or pending, which would not be filtered in line with current guidance. They also understand that failure to disclose such convictions may result in dismissal or disciplinary action. * They have read the guidance on filtering and understanding that some minor offences are now protected and should not be disclosed to potential employers. * They have noted that impartial advice can be sourced from ‘NACRO’ or ‘Unlock’ if needed. * They acknowledge that their personal details will be used for the purpose of selection, interview and employment records, and may be disclosed to third parties where a legal basis is satisfied. * They confirm that the information they have given on their application form is true and accurate to the best of their knowledge. * They understand that giving false or misleading information may result in dismissal without notice and possible referral to the police. * They understand that if appointed, they must agree to a criminal record check by the Disclosure and Barring Service. * They confirm that they must undertake all checks relating to their Disclosure as may be necessary to assist with an assessment of their suitability for the position. * They understand that a copy of their Disclosure may be seen by those the trust deems necessary to determine their suitability to undertake the position for which they are employed (if appointed). |

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| **sign and date** |
| **Name** (please print): |
| **Sign:** |
| **Date:** |