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|  | APPLICATION FORM |

The Schools of Endeavour School Trust are committed to equal opportunities in employment and positively welcome your application irrespective of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Schools of Endeavour Schools Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

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| Personal Details | | | | | | | | | |
| Vacancy Applied for |  | | | | | | | | |
| Last Name |  | | | | | Title, (Mr, Mrs, Ms, Dr, etc.) | | |  |
| First Name |  | | | | | | | | |
| Previous Names |  | | | | | | | | |
| Contact Address |  | | | | | | | | |
| Home Telephone Number |  | | | | | | | | |
| Mobile Telephone Number |  | | | | | | | | |
| Work Telephone Number |  | | | | | | | | |
| Email address (please indicate if you are happy to receive correspondence via email) | YES / NO | | | | | | | | |
| Are you eligible to work in the UK | YES / NO (If NO please specify your circumstances). All successful applicants will be required to provide evidence to their entitlement to work in the UK. | | | | | | | | |
| National Insurance Number |  | | | | | DFE Number for teaching applications | | |  |
| Current Driving licence (if this is a requirement of this job. If yes what type of licence | | | | | | Yes / No | | | |
| If qualified after 1999 have you completed your induction period. If no please give details of outstanding period left to serve. (teaching posts only) | | | | |  | | | | |
| Education / Qualifications (please start with secondary education) | | | | | | | | | | |
| **Name of School/College/University** | | Dates | | Qualifications Obtained | | | | | | |
| **From** | **To** | **Title and Subject** | | | **Class or Level and Grade** | **Date** | | |
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| Professional Qualifications | | | | |
| **Name of qualification** | Studied | | **Qualifications Obtained** | **Date** |
| **From** | **To** |
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| Training (Please list any courses that you have undertaken, which are relevant to the job and / or specified on the person specification) | | | | |
| **Brief description of course** | Dates | | **Organising body** | Qualifications gained |
| **From** | **To** |
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| Employment History – Current | | | |
| **Employer’s Name** |  | | |
| **Full Address** |  | | |
| **Type of Business** |  | | |
| **Job Title** |  | **Salary/Scale** | **£** |
| **Date Appointed** |  | **Other Benefits** |  |
| **To whom you are responsible** |  | **Date of leaving or notice required** |  |
| **Brief** **outline of duties and reason for leaving** | | | |
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| Previous Employment – Please note as part of Safer Recruitment processes we require a continuous list of all employment since leaving full time education. Please continue on an additional sheet if necessary | | | |
| **Employer’s Name** |  | | |
| **Full Address** |  | | |
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| **Type of Business** |  | | |
| **Job Title** |  | | |
| **Date Appointed** |  | **Date Left** |  |
| **Brief** **outline of duties and reason for leaving** | | | |
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| **Employer’s Name** |  | | |
| **Full Address** |  | | |
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| **Type of Business** |  | | |
| **Job Title** |  | | |
| **Date Appointed** |  | **Date Left** |  |
| **Brief** **outline of duties and reason for leaving** | | | |
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| **Break in Employment History** |
| If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, e.g. unemployment, raising family, voluntary work, training, long periods of sickness etc. Please list if there is more than one break including dates. |
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| **References** | | |
| Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be your current or most recent employer. If you are not currently working in a position with children and have done so previously one reference must be from the previous employer. If not, we reserve the right to request one. Reference requests will be made by email.  In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns regarding this please contact our HR Advisor to discuss. hr@endeavourschools.org  It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of the timescales for providing references. References will not be accepted from relatives or persons who only know you as a friend. References will be contacted as soon as shortlisting has been completed for all shortlisted candidates. | | |
| 1. | Name:  Title:  Relationship to  applicant: | Address:  Email:  Telephone number: |
| 2. | Name:  Title:  Relationship to  applicant: | Address:  Email:  Telephone number: |

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| **Applicant Statement** |
| **Using the Job Description & Person Specification**   * Please pick out those aspects of your experience or skills that are relevant to this post. * Using examples, explain how your ability, skills and knowledge match those required for the appointment. * Please consider experience in previous employment and also other interests outside work, such as at home, in the community or through voluntary activities. * Governors are particularly interested in your personal educational philosophy and how you would apply it to the school * **Please keep your statement to 2 sides of A4, minimum font size 10.** |

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| **Personal Statement** |
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| **Child Protection and Safeguarding**  The Schools of Endeavour Schools Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. |
| Disclosure of criminal background of those with substantial access to children is required. The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs or any other criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  The following questions will be asked to be completed by all shortlisted candidates prior to interview.  If shortlisted answering YES to the question below does not necessarily ban you from appointment. If you answer YES, you are required to give details.  A subsequent offer of appointment will be dependent upon the completion of a satisfactory enhanced criminal disclosure application form. |
| Have you ever received a bind-over order, reprimand, formal warning, caution or been convicted of a criminal offence? |
| Are you either on List 99, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)? |
| **If you answered YES to either of the above questions, you will be asked to provide details on a separate sheet in an envelope marked CONFIDENTIAL.** |

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| **Disability Monitoring** | |
| Do you consider yourself to have a disability or long term health condition? Please state YES or NO. |  |
| If you have answered YES please describe any reasonable adjustments which you believe should be made to assist you in this application and in employment in this Trust. | |

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| **Disclosure of Relationships** | |
| Are you related by marriage, blood or as a cohabitee to any Member, Trustee or staff of Endeavour Schools Trust or any of its school Governing Bodies or staff ? Please state YES or NO. |  |
| If YES, please state the name, relationship and position held. | |

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| **Recruitment Monitoring** |
| Endeavour Schools Trust is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Whilst completion of this section is voluntary, in doing so would help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical purposes only and you will not be identifiable from this process. This form will not be seen by those involved in the short-listing process as it is submitted electronically to Human Resources of Endeavour Schools Trust which is not involved in short-listing and recruitment. The data collected will be reported to the Trust Board annually and your answers then destroyed.  Please help us by completing the form at the link below:  <https://forms.office.com/Pages/ResponsePage.aspx?id=khJN9bT0yUKuwEstXEBmZDCe5z50kwFPowAD6088Ck5UMjNIQ0hZVzdDOVBKV0RXWU9POFYyWTZSSS4u> |
| Has the form been completed: YES / NO |

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| **DECLARATION** |
| I hereby give my consent for Endeavour Schools Trust and its appointed agents to process and retain on file information (including recruitment monitoring) on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be used for registered purposes under the Data Protection Act.  The information supplied to you will be subject to verification and Endeavour Schools Trust may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies etc. Endeavour Schools Trust may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.  By signing this from you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.  The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job being withdrawn or me being dismissed if appointed to the post. |

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| **Signature: Date:**  **If submitting electronically, please add a digital signature. If shortlisted for interviewed you will be required to add an original signature to the form during your interview.** |

WHERE TO RETURN YOUR COMPLETED APPLICATION FORM

**Thank you for showing an interest in the schools of Endeavour Schools Trust and Central Team and for taking the time to complete this application form. Please take the time to check that you have completed all sections.**

**Please return your completed form as indicated in the Recruitment Pack for the post.**

**THANK YOU**