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| **1. Personal Details** | | | | | | | |
| The information in sections 1 and 2 will be detached from the application form prior to short listing. | | | | | | | |
| Surname |  | Previous name/s |  | Forename/s | |  | |
| Title | Mr  Mrs  Miss Ms  Other | | | | Date of Birth | |  |
| Address |  | | Is this a job share application? | | | | Yes  No |
| Contact Details (please tick preferred contact detail) | | | | |
| Home |  | | | |
| Work |  | | | |
| Mobile |  | | | |
| E-mail |  | | | |

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| National Insurance number? |  |
| Are you eligible to work within the UK? | Yes  No |
| Are you required to have a work permit to work in the UK? | Yes  No |
| Teacher number |  |
| Are you a Newly Qualified Teacher (NQT)? | Yes  No |
| When will you become an NQT? |  |
| Do you hold Qualified Teacher Status (QTS) | Yes  No |
| Date it was awarded: |
| Certificate Number: |
| What was the route by which you obtained it? |
| |  |  |  |  | | --- | --- | --- | --- | | Have you completed a period of induction where this was required by the DfE? | Yes  No | Date of completion?   |  | | --- | |  | | |
| Do you hold Qualified Teacher Status Learning and Skills (QTLS)? | Yes  No |
| Date it was awarded: |
| Certificate Number: |
| What was the route by which you obtained it? |
| |  |  |  |  | | --- | --- | --- | --- | | Have you completed a period of induction where this was required by the DfE? | Yes  No | Date of completion?   |  | | --- | |  | | |

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| **Canvassing** | | | |
| In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with an employee of Ascend Learning Trust. | | | Yes ☐ No ☐ |
| If YES, please give details: | Name: |  | |
| Position in Trust: |  | |
| Relationship with yourself: |  | |
| Please note that canvassing of employees of Ascend Learning Trust in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment you may be dismissed without notice. | | | |

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| **2. Equal Opportunities Monitoring Form** | | | | | |
| **How information about you will be used:**  You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence. | | | | | |
| Where did you see this vacancy advertised? | | | | | |
| Local Newspaper  Professional Journal  Job Centre  National Newspaper |  | Other  Internet |  | Please state website: **www.** | |
| Are you currently employed by a school within the Trust? | | | | | Yes  No |

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| **Application Form** | |
| **3. Vacancy Details** | |
| Job(s) Applied for: |  |
| School Applied for: |  |

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| **4. Present or more recent employment, voluntary work, or role** | | | | |
| Job Title: |  | Name of Employer: | |  |
| Hours worked: |  | Employer’s Address: |  | |
| Dates Employed: |  |
| Notice Period: |  |
| Current Salary plus Benefits: |  |
| Key Duties: |  | | | |

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| **5. Reason for wishing to leave or left:** | |
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| The Working Time Regulations place a maximum limit on weekly hours worked (48 hours). Will you continue in any other employment, should you be offered this appointment? | Yes  No |

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| **6. Previous Employment** | | |
| Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Do not include the details provided in Section 4 of the application form.  **If applying for a post, which involves working with children, young people and/or vulnerable adults, you are required to provide the dates you were employed from and to, and details of any gaps in your employment.** Continue a separate sheet if necessary. | | |
| Name of Employer | Job Title and Main Duties | Dates of Employment and Reason for Leaving |
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| **7. Education** | |
| Please give details of any education, technical and/or professional qualifications. If you are currently studying, please provide details of the qualifications you are studying for. | |
| Examinations/Qualifications taken or to be taken (include subjects) | Results, Grades and Date Achieved |
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| **8. Training** | | |
| Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary. | | |
| Date of Course | Course Title | Organising Body |
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| **9. Membership** | | |
| Please indicate membership of any organisation(s) relevant to the job. | | |
| Name of Organisation | Type of Membership | Is Membership Current? |
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| **10. Skills, Abilities, Experience and Achievements** |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification.  You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple. |
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| **11. Disability** | | | | | |
| We guarantee to interview disabled applicants who meet the **essential** requirements for the post. | | | | | |
| Do you consider yourself to have a disability?  If YES, please tick the appropriate boxes below: | | Yes  No | | | |
| Please state any particular assistance or facilities you may require in attending an interview. | | | | | |
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| **11a Overseas Residence Declaration** | | | | | |
| **Please complete either Section A or B.**  **Section A:** I confirm that I have never lived or worked outside the UK for more than 6 months in the last 5 years.  Full Name (Please Print)    Signed:    Date:  **OR**  **Section B:** I confirm that I have lived or worked outside the UK for 6 months or more in the last 5 years.  Ascend Learning Trust reserve the right to request further checks that they think appropriate so that any relevant events that occurred outside of the UK can be considered.  I understand it is my obligation to meet the cost and requirements by requesting a Certificate of Good Conduct from that country, or countries, of residence, and to keep the Ascend Learning Trust HR Department informed of the progress of my application for that/those certificate(s). Please list below where you have lived or worked, providing dates and detail:   |  |  |  | | --- | --- | --- | | Country | Dates (From/To) | In what capacity? (Lived/Worked) | |  |  |  | |  |  |  | |  |  |  | | | | | | |
| Signature |  | | Date |  |

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| **12. References** | | | | | | |
| **References – Please read the notes below carefully to ensure you provide the correct information:**  All sections must be completed. The trust reserves the right to refuse any applications that do not have all sections completed fully.   * Please provide three referees who can comment on your suitability for the role that you are applying for. **It is essential that we have current email addresses and phone numbers for your referees**. It is your responsibility to ensure that the email addresses and phone numbers are correct. These referees should be current or former line managers of yours. At least one referee must be from your current or most recent employment. * Please let your referees know to expect a reference request from us should you be selected for interview. **References are normally sought prior to interview**. * Applicants leaving full time education can provide details of their tutor/teacher. * Self-employed applicants can provide details of their accountant/solicitor/Client. * Please do not provide all three references from the same employer unless this is your only employment. In this case, please provide details of separate line managers. * **Please note that references from friends and relations are not accepted.** | | | | | | |
| Name |  | | Position/Occupation | |  | |
| Address |  | | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | |  | | | | |

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| --- | --- | --- | --- | --- | --- |
| Name |  | Position/Occupation | |  | |
| Address |  | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | | | | | |

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| Name |  | | Position/Occupation | |  | |
| Address |  | | | Telephone No. | |  |
| Fax No. | |  |
| E-mail | |  |
| Relationship to yourself | |  | | | | |

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| **12a Talent Pool** |
| Please sign below if you agree that we can keep your details, for a period of 6 months, for our trust talent pool. We may contact you should a suitable vacancy arise in this period.  I confirm that I am in agreement that the Ascend Learning Trust can keep my Application form in the Talent Pool for a period of 6 months from the date of Interview.  **Signed:**  **Date:** |

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| **12b Declaration** | | | |
| I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed. I have reviewed the Privacy Notice in line with GDPR and give consent in line with the policy.  **General Data Protection Regulations (GDPR)** The law relating to Data Protection has changed with the introduction of the General Data Protection Regulations (GDPR). The Trust has produced a Privacy Notice Policy which summarises the key ways in which we deal with the information we hold about you, how we use it and your rights in relation to it. Please refer to the Trust website for further information. | | | |
| Signature |  | Date |  |

Please return to [recruitment@ascendlearningtrust.org.uk](mailto:recruitment@ascendlearningtrust.org.uk)