LEARN ACADEMIES TRUST

APPLICATION FORM ~ CONFIDENTIAL

**PLEASE RETURN APPLICATION TO:** office@clp.learnat.uk

|  |  |  |
| --- | --- | --- |
| 1. POST DETAILS | | |
| Post applied for: | | Post ref: |
| Department: | Location: | |

|  |  |
| --- | --- |
| 2. PERSONAL DETAILS | |
| Family Name: | Other Names: |
| Previous Names: | National Insurance Number: |
| Title: | Contact Telephone Number: |
| Address: | Please only answer the questions **below** if they are a requirement on the Person Specification for this post |
| Post Code: | Do you have a current full Driving Licence?  **Yes**  **No   *(Left Click on mouse over tick box to select****)* |
| Do you have use of a vehicle?  **Yes**   **No** |
| Email: |
| Teacher number (if applicable): |

|  |  |
| --- | --- |
| 3. PRESENT EMPLOYMENT(If you are not currently in employment please leave blank) | |
| Job Title: | Telephone Number: |
| Employer’s Name: | May we contact you on this number?  **Yes**  **No** |
| Address: | Basic Pay/grade: |
| Other Pay: |
| Postcode: | Date Started: |
| Period of Notice: |

|  |
| --- |
| Present Employment - Outline of key duties and responsibilities: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first. | | | | | | | |
| Organisation | | | Role | Salary  (If Applicable) | Date Employed  MM/YYYY | | Reason for leaving |
|  | | |  |  | From | To |  |
| 4b. Break in Previous Employment History | | | | | | | |
| Dates MM/YY | | Reason for break | | | | | | |
| From | To |  | | | | | | |

|  |  |
| --- | --- |
|  | |
| 5. REFERENCES | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email Address: | Email Address: |
| Telephone Number: | Telephone Number: |
| Title/ Position: | Title/ Position: |
| Relationship to applicant: | Relationship to applicant: |
| One of your references should be your present or most recent employer.  For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage. | |

|  |  |
| --- | --- |
| 6. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES | |
| Please outline your experience, skills, knowledge and the competencies which you consider to be relevant to this post. Please use additional paper if necessary. |

|  |
| --- |
| 7. RELATIONSHIPS |
| Are you related to any employees of Learn Academies Trust?  **Yes**  **No**  If yes, please give details |

|  |  |  |  |
| --- | --- | --- | --- |
| 8. EDUCATION | | | |
| Qualifications gained or pending. Please state subject  (Please be prepared to provide evidence at interview) | Grade | Date Achieved  (MM/YYYY) | School/College/University |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 9. MEMBERSHIPS OF RELEVANT ORGANISATIONS | | |
| Professional Body/Association | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 10. RELEVANT PROFESSIONAL DEVELOPMENT (e.g. short courses attended/ certificates/awards) | | | |
| Organising Body | Brief Details of Course | Duration | |
|  |  | From | To |

|  |
| --- |
| 11. INTERVIEW ARRANGEMENTS |
| Please indicate below any dates when you would not be able to attend for interview: |

|  |
| --- |
| 12. DISABILITY/ HEALTH CONDITIONS |
| The Equality Act 2010 defines disability as ‘*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.’*  **Do you consider yourself to be disabled? Yes/ No**  Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application? |

|  |
| --- |
| **13. DATA PROTECTION ACT** |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.  When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Learn Academies Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes. |

|  |  |
| --- | --- |
| **14. CRIMINAL CONVICTIONS & CAUTIONS** | |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974  **YES**  **No**  Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020  **YES**  **No**  The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO [Criminal Record Support Service | Help and Advice | Nacro](https://www.nacro.org.uk/criminal-record-support-service/) and UNLOCK [Unlock | independent charity for people with criminal records](https://www.unlock.org.uk/). | |
| In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a ‘regulated activity’ we will require the successful candidate to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity. | |
| Declaration: I have read and undertand the above statement.  If have I have any convictions or cautions to declare (which are not protected by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020) I am aware that I will be asked **to supply written details of them at shortlisting stage** in a separate envelope marked ‘private and confidential’ | |
| Signature: | Date: |

|  |
| --- |
| 15. DECLARATION |
| * I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application.   By signing this form, I agree to Learn Academies Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.   * I understand that if I don’t tell you about any relationships with employees or governors at the School or Academy, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions (which are not protected by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020) and this is discovered after appointment, I could be dismissed without notice. * I can produce the original documents of my qualifications, prior to any appointment. * I understand that any canvassing, directly or indirectly, will be a disqualification. * I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment * I am prepared to undergo a medical examination, prior to any appointment.   Signature: Date:  *If you are applying online you will be required to bring a signed application with you to the interview.* |

*Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.*

BLANK

|  |
| --- |
| 16. MONITORING SECTION |
| Learn Academies Trust want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely. |

|  |  |
| --- | --- |
| Department: | Based at: |
| Post Ref No: |
| Application for post of: | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1) How would you describe your ethnicity?** | | | | | | | |
|  | a) White | | b) Mixed | | c) Asian & British Asian | | |
|  | British | | White & Black Caribbean | | Indian | | |
|  | Irish | | White & Black African | | Pakistani | | |
|  |  | | White & Asian | | Bangladeshi | | |
|  | Any other White background\* | | Any other mixed background\* | | Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
|  |  |  |  |  |  |  |  |
|  | d) Black or Black British | | e) Chinese of Other Ethnic Group | | f) Gypsy / Traveller | | |
|  | Caribbean | | Chinese | | Irish Traveller | | |
|  | African | |  | | Romany Gypsy | | |
|  |  | |  | |  | | |
|  | Any other Black background\* | | Any other Ethnic Group\* | | Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
|  |  |  |  |  |  |  |  |
|  | | | | | | | |
|  | Prefer not to state | |  | |  | | |
|  | | |  | |  | | |
| **2) My sex is:** | | |  | |  | | |
|  | Male | | Female | | Prefer not to state | | |
|  | | |  | |  | | |
| **3) My date of birth is:** | | |  | | Prefer not to state | | |
|  | | | | | | | |
| **4) The Equality Act 2010 defines disability as “‘A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”** | | | | | | | |
| I consider myself to be: | | | | | | | |
|  | Disabled | | Non-Disabled | | Prefer not to state | | |
|  | | | | | | | |
| **5) My religion is:** | | | | | | | |
|  | Buddhist | | Christian (all denominations) | | Hindu | | |
|  | Jewish | | Muslim | | Sikh | | |
|  | None | | Prefer not to state | | Other \* | | |
|  |  | |  | | \* please state below: | | |
|  | | | | | |  |  |
| **6) My sexual orientation is:** | | | | | | | |
|  | Bi-sexual | | Gay | | Lesbian | | |
|  | Heterosexual | | Transgender | | Prefer not to state | | |
|  |  | |  | | Other \* | | |
|  |  | |  | | \* please state below: | | |
|  | | | | | |  |  |
| **7) My nationality is:** | | |  | |  | | |
|  | | |  | |  | | |
| **8) Where did you see this vacancy advertised? (Please be specific e.g. Leicester Mercury/ Connexions/ Jobcentre Plus/ County Council Website/ Word of mouth):** | | | | | | | |
|  | | | | | | | |
| **9) Do you work for Learn Academies Trust now?** Yes  No    **If yes do you consider this job to be a promotion?** Yes  No | | | | | | | |
| ***Office Use Only*** | | | | | | | |
| *Family Name ……………………………………..Other Names* | | | | | | | |
|  | *Short listed* | | *Interviewed* | | *Appointed* | | |