**A picture containing text, clipart

Description automatically generated**

Aspire Alternative Provision

Application Form

PLEASE COMPLETE USING BLACK INK OR TYPE.

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| **Personal Information** | | | | | | | | | | | | | | |
| **APPLICATION FOR THE POST OF**: | | | | | | | | | | | | | | |
| SURNAME:  PREVIOUS SURNAMES: | | | | **FORENAME(S):** | | | | | | | | **TITLE**: | | |
| ADDRESS FOR CORRESPONDENCE:  **POSTCODE:**  E-MAIL ADDRESS: | | | | | | | | | **TELEPHONE NUMBERS**  **HOME:**  MOBILE: | | | | | |
| **NATIONAL INSURANCE NUMBER**: | | | | | | | | | | | | | | |
| Employment History  Please list your **entire** employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. | | | | | | | | | | | | | | |
| From (MONTH/YEAR) | To (MONTH/YEAR) | **School/Organisation**  *Please include school/organisation name. If school, please state type of school, year groups, number on roll* | | | | | | **Role and main responsibilities** | | | | | | **Reason for leaving** |
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| *Please add lines above or continue on a separate sheet of paper if required.* | | | | | | | | | | | | | | |
| Notice period in current role: | | | | | | | | | | | | | | |
| Current salary: | | | | | | | | | | | | | | |
| Please describe below the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | | | | | | | | | | | |
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| **If you are applying for a teacher role:** | | | | | | | | | | | | | | |
| Do you hold qualified teacher status? Yes/No | | | | | | | If yes, QTS number:  And date of award: | | | | | | | |
| Are you an ECT or ECT+1? Yes/No | | | | | | | | | | | | | | |
| If you are not qualified, would you be interested in doing any form of training? | | | | | | | | | | | | | | |
| **Education, Qualifications and Training**  Please give details of your education with examination dates, results and qualifications obtained, starting with the most recent. Please include any professional training and membership of professional bodies, relevant to the application. Please add lines or continue on a separate sheet if necessary. Evidence of qualifications may be requested. | | | | | | | | | | | | | | |
| **Name of School/University/Place of Study/Training Provider** | | | | | **From**  **(MONTH/YEAR)** | | **To**  **(MONTH/**  **YEAR)** | | | **Qualification achieved and result** | | | | |
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| **Inservice Training**  Please give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | | | | | | | | |
| **Course Title** | | | **Provider** | | | | | | | | **Date** | | | |
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| **Supporting statement**  Please explain why you are interested in the role, what relevant experience you have that shows you can do the role, and how you meet the criteria in the person specification. You may expand this box. | | | | | | | | | | | | | | |
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| **References**  Please give professional contact details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student, please give appropriate school or college referees. References will be asked for before candidates attend an interview. | | | | | | | | | | | | | | |
| **First referee**  Name:  Position:  Tel:  Email:  In what capacity does this person know you?  Can we contact this person for a reference before interview? Y/N | | | | | | | **Second referee**  Name:  Position:  Tel:  Email:  In what capacity does this person know you?  Can we contact this person for a reference before interview? Y/N | | | | | | | |
| If you were known to either of your referees by another name, please state it here: | | | | | | | | | | | | | | |
| **Additional information** | | | | | | | | | | | | | | |
| To comply with Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide that proof as part of any selection process. | | | | | | | | | | | | | Yes/No | |
| Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?  If yes, please give details: | | | | | | | | | | | | | Yes/No | |
| Do you hold a full current driving licence? | | | | | | | | | | | | | Yes/No | |
| Are you able to travel to different locations across the County? | | | | | | | | | | | | | Yes/No | |
| Have you ever been subject to any disciplinary action by your employer or professional body?  If YES, please give details | | | | | | | | | | | | | Yes/No | |
| Are you a relative or partner of any person who is associated with Aspire in any way, or any Local Authority County Councillor, employee of this Local Authority, and/or school governor?  If YES, please state name of person and relationship: | | | | | | | | | | | | | Yes/No | |
| If you have a disability, please let us know of any special arrangements you may need to make if you are short-listed for interview: | | | | | | | | | | | | |  | |
| Where did you see the advertisement for this post? | | | | | | | | | | | | |  | |
| **Data Protection Notice** | | | | | | | | | | | | | | |
| Throughout this form we ask for 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   Further information on how we use your personal data can be found in our Data Protection Policy and Privacy Notices found on our website. | | | | | | | | | | | | | | |
| **Disclosure and Barring and Recruitment Checks** | | | | | | | | | | | | | | |
| Aspire 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 is 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.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Aspire’s privacy notices.  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | | | | | | | |
| **Time spent living or working overseas** | | | | | | | | | | | | | | |
| **Have you lived or worked outside of the UK in the last [5 years]?**  ☐ Yes ☐ No  If you have lived and/or worked outside of the UK, Aspire must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We will base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you have spent in or out of the UK | | | | | | | | | | | | | | |
| **Social Media Checks** | | | | | | | | | | | | | | |
| All shortlisted candidates will be subject to a basic check of publicly available information on social media. Please list below your social media account names and indicate your consent to this check by signing below.  I consent to Aspire Trust performing a basic check of any publicly available information on my social media accounts.    Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| Social Media Platform | | | | | | User Name | | | | | | | | |
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| **Our commitment to safeguarding our pupils** | | | | | | | | | | | | | | |
| Aspire is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with their past employer and the Disclosure and Barring Service. The Aspire Safeguarding Policy can be viewed on our policies page[here](https://www.aspireap.org.uk/Policies/)**.** | | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | | |
| I agree that any offer of employment with Aspire is subject to satisfactory evidence of the right to work in the UK, satisfactory references, DBS check and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), Aspire will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me.  This information will be stored in both manual and/or computer form. I understand that my data will be used in connection with recruitment and may be passed to non-Aspire employees, such as School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Trust.  **Signed**:  **Date**: | | | | | | | | | | | | | | |

*Please also complete our recruitment monitoring form.*