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**Application Form**

**Version Control**

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| **Category:** | Recruitment |
| **Authorised By:** | TLET HR Department |
| **Author:** | J. Higham |
| **Version** | 1 |

**Guidance**

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll 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.

**Pre-employment and Disclosure and Barring Service checks**

Transforming Lives Educational Trust and its academies have a responsibility for, and are committed to, Safeguarding and promoting the welfare of children, and for ensuring that they are protected from harm. We are committed to Safeguarding and promoting the welfare of all those whom we serve, as well as complying with best practice in the application of Safeguarding. Therefore, if you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and, in some instances, taking a medical examination. In all cases an enhanced Disclosure and Barring Service (DBS) Disclosure check will be carried out.

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](https://www.legislation.gov.uk/uksi/1975/1023/contents/made) 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.

We’ll 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.

**Do you have a DBS certificate?** ☐ Yes ☐ No **Date of check:**

**Are you subscribed to the DBS Update Service?** ☐ Yes ☐ No

If you’ve lived or worked outside of the UK in the last five years, Transforming Lives Educational Trust 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 five years?** ☐ Yes ☐ No

We will not ask for any criminal records information until we’ve received the results of a DBS check.

You may, if you wish, provide information in relation to any criminal convictions you may have had in the past that are not spent. This information should be provided in a sealed envelope marked with your full name and the post for which you are applying, and be submitted either with your application form or handed to a member of our HR or interviewing teams should you be invited for interview. This envelope will only be opened if you are selected for the post. If you are not selected for the post, the envelope will be returned to you, unopened. Alternatively, if applying via email, details should be provided by a password protected attachment – we will only request the password should you be selected for the post.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

**Right to Work in the UK**

Transforming Lives Educational 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](https://www.legislation.gov.uk/ukpga/2006/13/contents).

**Completing the Application Form**

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

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We do not accept Curriculum Vitae (CVs)/Resumes alone. We recommend that you retain a copy of your application form for reference. **Please note that applications will only be accepted if this form is completed in full.**

The main sections of the application form will ask for a variety of information relating to your personal, educational and employment history. This information allows your application to be fully assessed against the criteria and competencies associated with the role. When completing the application form you should provide your entire work history including a description of any gaps. In addition, you should outline all the skills, qualifications and awards you have, but you can be selective and only provide those you consider relevant to the job for which you are applying. 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.

Please submit this form either electronically or by post to the address given on the job advertisement. However, if you require assistance, or do not know where to send this form, please contact the academy to which you are applying. If posting this application, please ensure the correct postage is paid.

**Additional Information**

This section is where you have the opportunity to explain why you are suitable for the job for which you are applying. In order to give yourself the best opportunity of being shortlisted you should look at the criteria and competencies for the role (outlined in the Job Description and Person Specification) and give examples from your personal, educational or employment history that effectively demonstrate these. If you do not meet all of the essential criteria, it is very unlikely you will be invited to interview.

**Declaration of interests and relationships**

We ask all potential employees to inform us of any relationships to Trustees, Academy Improvement Management Board Partners (governors), employees and pupils. We do this to ensure that everyone is treated fairly and in order to ensure that there is no reason why offering a position would be unfair or create a conflict of interest.

**Confirming the outcome of an application**

We will contact you to inform you of the outcome of your application within two weeks of the application deadline. If you are successful, we will provide you with information regarding the next steps of the application process.

**Declaration**

I have read and understand the guidance for completing an application for the advertised post at Transforming Lives Educational Trust.

Signed:

Name:

Date:

**Vacancy Details**

|  |  |
| --- | --- |
| Position Title |  |
| Organisation/Academy |  |
| Job Vacancy Reference Number |  |
| Date you are available to begin a new post |  |
| Where did you hear about this vacancy? |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| First name |  | |
| Surname |  | |
| Title (e.g. Mr, Mrs) |  | |
| Previous Surname (if applicable) | |  |
| If you preferred to be called by a name other than above, please specify: | |  |

**Contact Details**

|  |  |  |
| --- | --- | --- |
| Address |  | |
| Postcode |  | |
| Home Tel. Number |  | |
| Mobile Tel. Number |  | |
| Email Address\* |  | |
| \*if provided this will be used for future correspondence | | |
| If you wish to provide a second address, please do so on a separate sheet and provide an explanation, e.g. term-time only, and tick here if you do so: | |  |

**Disability and Accessibility**

Transforming Lives Educational Trust has a commitment 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:

**Right to Work in the UK**

Do you have the right to work in the UK? ☐ Yes ☐ No

If yes, please state on what basis:

☐ UK citizen ☐ EU settled status ☐ Skilled worker visa

☐ Graduate visa ☐ Youth mobility visa

☐ Other – please provide full details in the box below

**Time spent living and/or working overseas**

Have you spent time living and/or working outside of the UK? ☐ Yes ☐ No

If yes, please give details, including countries and relevant dates:

**3 – Principles**

3.1

**Relationships**

Please provide details of any relationships that you may have with significant individuals or groups.

Are you related to, or have a personal and/or professional/business relationship with any Trustees, Academy Improvement Management Board Partners (governors), employees and pupils of the Transforming Lives Educational Trust? ☐ Yes ☐ No

If yes, please give details:

**Flexible Working**

Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary.

Do you wish to apply for the position on a part-time or job-share basis? ☐ Yes ☐ No

If YES, this will be discussed with you if you are short-listed for interview.

**Employment History**

Please provide details of your employment history, in reverse chronological order, starting with your most recent /current employer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Employment Details** | | | | | | |
| **Job title** | **Employer details**  **(name, address, email and/or telephone number** | **Dates of employment** | **Permanent or temporary post** | **Part or full time** | **Salary**  **(including allowances)** | **Description of responsibilities** |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment Details** | | | | |
| **Job title** | **Employer Name and Address** | **Dates of employment** | **Description of responsibilities** | **Reason for Leaving** |
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If there are any gaps in your employment history, please provide details:

**Teacher Status**

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| --- | --- |
| Do you have Qualified Teacher Status (QTS)? | Yes / No |
| Teacher reference number |  |
| Date of qualification |  |
| QTS Teacher status route |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |

**Professional Memberships**

Please provide details of any memberships you have of any organisations which are relevant to the job for which you are applying.

|  |  |
| --- | --- |
| **Name of organisation** | **Registration Number** |
|  |  |
|  |  |
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**Education and Qualifications**

Please provide details of your education and qualifications, starting with your most recent and working back. Please also account for any gaps in education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courses attended / Qualification / Subjects** | **Grade / Level** | **School / College or Training Provider** | **Year Completed** | |
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| If required, continue on a separate sheet and tick here to confirm you have done so: | | | |  |

If there are any gaps in your education history, please provide details:

**Training and Professional Development**

Please give details of training or professional development courses undertaken in the last five years that are relevant to your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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**Additional Information**

Please provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure that you demonstrate fully how you meet each of the criteria set out in the person specification for the post for which you are applying. You may find it helpful to address each of the criteria in turn, and to include any experience, skills and abilities that you have gained through paid work and through voluntary and community work.

|  |  |
| --- | --- |
|  | |
| If required, continue on a separate sheet and tick here to confirm you have done so: |  |

**Reference Details**

Please give the names of two people who are able to comment on your suitability for this post. One must be your current or most recent employer. If you’ve not previously been employed, please provide details of another suitable referee. Please let your referees know that you’ve listed them, and to expect a request for a reference should you be shortlisted. Transforming Lives Educational Trust reserves the right to seek any additional references we deem appropriate.

**Referee 1 – Current / Most Recent Employer or Educational Establishment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | |
| Job Title and Relationship to you | | | |  | | |
| Organisation | |  | | | | |
| Address | |  | | | | |
| Contact number | | |  | | | |
| Email Address | | |  | | | |
| Is this your current employer? | | | | | Yes ☐ | No ☐ |
| Can we seek this reference without further consent from you? | | | | | Yes ☐ | No ☐ |

**Referee 2 – Employment, Education or Character**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | | | | | | |
| Job Title and Relationship to you | | | | |  | | | | |
| Organisation | |  | | | | | | | |
| Address | |  | | | | | | | |
| Contact number | | |  | | | | | | |
| Email Address | | |  | | | | | | |
| Type of referee? | | | | Employment ☐ | | Education ☐ | | Character ☐ | |
| Can we seek this reference without further consent from you? | | | | | | | Yes ☐ | | No ☐ |

**Declarations**

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected or, if appointed, liable to be dismissed.

**Signed: Date:**