



Job Application Form

Minerva Learning Trust

Thank you for your interest in working for Minerva Learning Trust. Please read the Job Description and Person Specification carefully so that you understand what the job involves. This information is designed to help you complete the application form as thoroughly as possible. When completing your application, give as much information as you can that is relevant to the job for which you are applying. Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process, you may be disqualified.

The panel's shortlisting decision will be based on how well your application form demonstrates that you meet each of the essential requirements for the role (as set out in the person specification). You are required to provide examples and, where possible, evidence of positive outcomes. For leadership positions, the school will also consider your previous performance as a school leader.

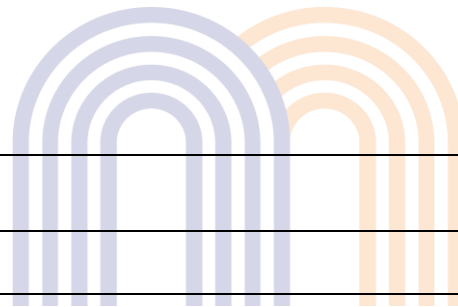
Minerva Learning Trust:

- Is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. **All shortlisted applicants are required to complete and return a Criminal Records Self-Declaration Form. This form should be returned to the Recruiting Manager, using the email address stated within the Briefing Pack for Applicants (Arrangements for Applications). This form should be returned in advance of your interview.**
- Is a proud to be a Disability Confident Committed employer.
- Values difference, celebrates diversity, and is committed to equality. We are an equal opportunities employer and welcome applications from everyone, irrespective of protected characteristic(s). This also applies to our recruitment processes. **Please complete and return the Equalities Monitoring Form (Appendix A) with your application.**
- Welcomes applications from people who request consideration to work part-time, including for jobs which are advertised as full-time. Please indicate your request on the section within the application form.

Please return your completed application form and the Equality Monitoring Form (Appendix A) by email to the address stated within the Briefing Pack for Applicants (Arrangements for Applications).

Job Application Form

Position applied for:	
Closing date:	
Name of school/Central Team:	
Where did you find out about this vacancy:	



Personal Details

Forename(s): (please include any middle names)			
Surname:			
All previous name/s (if applicable):			
National Insurance number:			
Contact telephone number:			
Email address:			
Current address:			
From:		To:	
Please note, if you have been at your current address for less than 3 months please provide your previous address:			
Previous Address:			

Current/Most Recent Employer

Name and address of employer:				
Job title:				
Main duties / responsibilities:				
If you are still in this post, please state your reason for seeking other employment:				
If you are no longer in this post, please state your reason for leaving (please include, where applicable, the contractual reason for the end of your employment, such as resignation, end of temporary contract, dismissal, redundancy, retirement or settlement agreement):				
Current salary / scale:				
If applicable, details of additional allowances, e.g. TLR's for teachers:				
Dates of employment (month/year):	Start date:		End date:	

Education / Qualifications / Training

Please provide the dates (month/year) you attended school and (where relevant) further/higher education. This should be from secondary school onwards. You should also provide details of qualifications gained. You will be required to produce the original copies as evidence of your qualifications.

Should an offer of appointment be made, Minerva Learning Trust will meet its legal obligations and verify professional qualifications. It will also process additional checks as to whether you have been subject to a prohibition order from the Teacher Regulations Agency, or any other sanctions or restrictions that would prevent you from being employed by the Trust. Any data processed as part of these checks will be processed in accordance with data protection legislation and the privacy statement for Minerva Learning Trust.

Education establishment at which studied (and town/city in which it was situated)	Start and end dates (month/year)	Qualification awarded (and awarding body)	Date of award

(Note): Primary Teachers: please give age range trained to teach and curriculum specialism (if applicable). Secondary Teachers: Please give subjects trained to teach and level to which you can teach them).

Other relevant training or professional development courses undertaken in the last five years:

Training provider	Course title	Start/end date (month/year)

For Teaching Posts only:

Teacher Reference Number:	
Date QTS awarded:	
Date of completion of statutory induction (ECT's) or number of terms completed:	

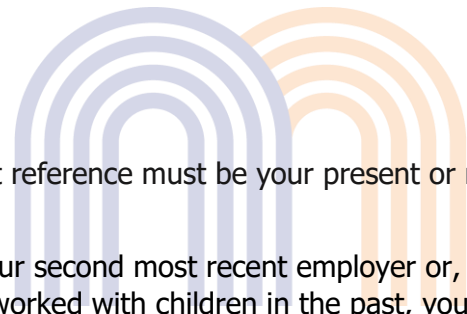


Are you subject to any teacher prohibition order, Teaching Regulation Authority sanctions or restrictions, or order issued by the Secretary of State or any other regulatory body?

Statement in Support of Application

Please use this section to tell us how you meet the essential requirements of the role for which you're applying (as set out in the person specification). You should provide examples (ideally from an employment/training context) and, where possible, evidence of positive outcomes. Your personal statement should meet the criteria as succinctly as possible. You may only submit a maximum of 1500 words of text, as appropriate.





References

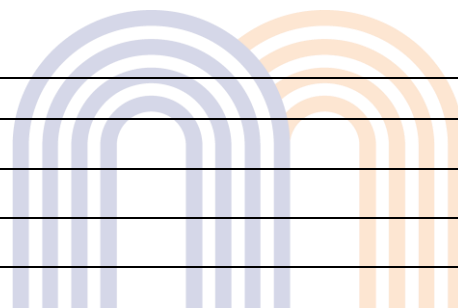
If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Referees will be asked about all disciplinary offences (including anywhere the penalty is 'time-expired' if related to children) and any capability proceeding within the past two years. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends. The employer reserves the right to seek any additional references deemed appropriate.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. When completing the section below, please indicate whether you agree for this referee to be contacted prior to the interview.

Referee 1:	
Name:	
Position:	
Relationship to you:	
Address:	
Phone number:	
Email address:	
Type of reference:	Employer <input type="checkbox"/> Academic <input type="checkbox"/> Personal <input type="checkbox"/>
Can we contact this reference prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please state why:	



Referee 2:	
Name:	
Position:	
Relationship to you:	
Address:	
Phone number:	
Email address:	
Type of reference:	Employer <input type="checkbox"/> Academic <input type="checkbox"/> Personal <input type="checkbox"/>
Can we contact this reference prior to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Declaration of Criminal Records and Other Information

All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. 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 and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted applicants will also be asked whether they are subject to any relevant prohibition orders, Teaching Regulatory Agency sanctions or restrictions, or any order issued by the Secretary of State and/or any other regulatory body. The successful applicant will be required to undertake an Enhanced DBS check and a Children's Barred List check. Please note that it is an offence to apply for a role in regulated activity if you have been barred from engaging in such activity. Further information about the Disclosure and Barring Service and can be found at:

[DBS checks: detailed guidance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Impartial advice on completing your self-disclosure is available from Nacro: [Criminal record checks and disclosure | Nacro](#) and Unlock: [Overview of the DBS - Unlock](#).

Any offences disclosed will be judged on a case-by-case basis.

If you are subsequently employed by Minerva Learning Trust and it is found that you failed to disclose any relevant previous convictions, cautions or other relevant information as defined above, this could result in dismissal, or disciplinary action being taken. During the course of your employment with Minerva Learning Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

Online Search

Minerva Learning Trust will conduct online searches as part of due diligence checks for shortlisted candidates. We carry out these searches manually using an internet search engine. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview - Keeping Children Safe in Education (2024).

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

By signing this application, you consent to an online check being conducted. Please notify us in the box below of the name/s you use for any online platforms:

Eligibility to work in the UK

Minerva Learning Trust will require you to provide evidence of your right to work in the UK in accordance with legislation. By signing this application, you agree to provide such evidence when requested.

Do you require sponsorship to work in the UK?

Yes No

Appropriate checks will be undertaken for shortlisted and appointed candidates who have lived or worked overseas. In all cases, successful applicants who have lived or worked overseas for three months or more in the last 10 years will be asked to provide a certificate of good conduct (or equivalent).

Have you ever lived or worked outside of the UK?

Yes No

If yes, please state details/dates:

Flexible Working

If the post you are applying for is full time, would you like to be considered for part time working?

Yes No



Medical Clearance

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

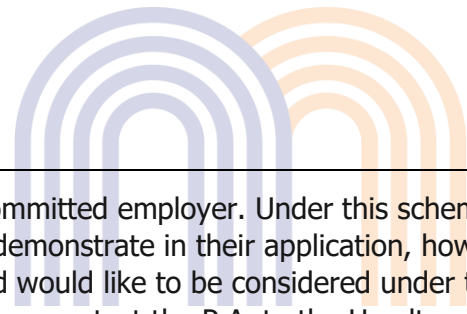
Dismissal

Other than for reasons of redundancy or capability, have you ever been dismissed from employment from any employer, including employment agencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes' please give details, stating from where, when and the reasons for the dismissal:	

Declarations:

Are you related to any Trust Director, senior employee of the Trust, or governor or head teacher from the school for which you are applying for employment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details below:	
Name:	
Job title:	
Relationship to you:	
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require any adjustments or arrangements to assist if you are shortlisted for an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide information:	

Disability Confident



Minerva Learning Trust is a registered Disability Confident Committed employer. Under this scheme, we guarantee an interview to anyone with a disability, who can demonstrate in their application, how they meet the essential criteria for the job. If you are disabled and would like to be considered under this scheme, please give details below or if you would prefer, please contact the P.A. to the Headteacher, using the email address provided for further information / return of application form.

Please tick here if you are disabled and would like to apply for a Guaranteed Interview

please provide information:

Data Protection

The personal information collected on this form will be processed to manage your application in accordance with the Minerva Learning Trust, Recruitment Policy (Retention and Security of Records), and Privacy Notice – Job Applicants. These documents can be found on the MLT website: [Statutory Information - Minerva Learning Trust](#)

I agree to you storing and using the information I have given in this application form for recruitment purposes.

I declare the information I have supplied is true and correct to the best of my knowledge. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in any offer of employment being withdrawn or disciplinary action including dismissal if appointed to the post. Where applications are submitted online candidates will be asked to physically sign the form at interview (KCSIE 2024).

Minerva Learning Trust reserves the right to verify any of the data supplied in your application.

Print Name:

Date:

Signature: