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| **Application Form** | | | **For photocopying purposes please complete in black ink** | |
| Post Applied for: | | | Closing Date: | |
| **Section A – Personal Details** | | | | |
| Surname: | | | Forename(s): | |
| Address: | | | Telephone (Home):  Mobile:  Email address: | |
| Date of Birth: | | | National Insurance Number: | |
| Qualified Teacher Status: **Yes / No** | | | DfE Reference Number: | |
| **Section B – Present or Most Recent Employment** | | | | |
| Job Title: | | | Salary: | Notice Period: |
| Date Joined: | | | Date Left (if applicable) | Name of Line Manager: |
| Name and Address of Employer: | | | | |
| Main Duties: | | | | |
| **Section C – References**  Please provide two professional references, the first reference should be your present or most recent employer. It is normal practice for references to be obtained before any formal interview is held, although time may not always permit this.  Please ensure an email address is supplied as reference requests will be sent electronically. | | | | |
| Name & Address | | Occupation | Years Known | Contact details |
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| **Section D – Previous Employment** | | | | |
| Dates  From To | | Position Held | Employer | Reasons for Leaving |
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| Please explain any gaps in your employment history | | | | |
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| **Section E – Education, Qualifications and Training Relevant to the position** | | | | |
| From | | To | School/College/University/Training Establishment | Qualification Obtained |
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| **Section F – Skills, Experience and Knowledge** | | | | |
| Please state the reasons why you wish to apply for the position and give details of any experience, skills and training that you think is relevant, together with any other information to support your application | | | | |
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| (Please continue on a separate sheet if necessary) | | | | |
| **Section G – Disability**  The Equality Act 2010 defines a person as disabled if they have a mental or physical impairment, which has a substantial and long-term and adverse effect on the person’s ability to carry out normal day to day activities  Do you have a disability, long term illness or health condition? **YES / NO** | | | | |
| **Section H – Rehabilitation of Offenders Act 1974** | | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring service before your appointment is confirmed. | | | | |
| **Section I - Declaration** | | | | |
| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to satisfactory references, satisfactory DBS and Barred list checks, entries on this form proving to be complete and accurate, satisfactory medical report, if applicable. I can confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. | | | | |
| Signature: | | | Date: | |

**Permission from Candidates in relation to references**

Title: Mr / Mrs / Miss / Ms / Dr / Other:

Full candidate name:

Position applied for:

I have applied for the position listed above within the City Learning Trust.

I understand that in order to complete my application references must be sought on my behalf and are a statutory requirement for any employee or volunteer position within education.

I hereby grant full permission for my professional records including attendance and disciplinary data to be shared with the City Learning Trust.

Signature:

Date:

**Equal Opportunities Monitoring Form**

**City Learning Trust** is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

To ensure that this policy is fully and fairly implemented and monitored, we would appreciate if you could provide the following information:

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| **Age** |
| * Prefer not to say * School age * Over school age - 17 * 18-24 * 25-34 * 35-44 * 45-54 * 55-64 * 65-74 * 75+ |
| **Disability** |
| Do you have a disability?   * Prefer not to say * Yes, I am aware I have a disability * No, I don’t have a disability * As far as I am aware, I don’t have a disability * I have a long-term health condition not a disability |
| You will be considered as having a disability for discrimination purposes if you fit the definition as given in the Equality Act 2010. In the Act, a disability is a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’ For these purposes, ‘long term’ is taken to mean the condition is likely to last longer than 12 months or likely to recur |

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| **Ethnicity** |
| * Prefer not to say * Asian or Asian British * Bangladeshi * Indian * Pakistani * Other Asian background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| * Black or Black British African Caribbean * Other Black background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| * Chinese and other groups * Chinese * Other ethnic group (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| * Mixed race * White and Asian * White and Black African * White and Caribbean * Other Mixed background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| * White * British * Irish * Other White background (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| **Religion or belief** |
| * Prefer not to say * Buddhist * Christian * Hindu * Jewish * Muslim * Sikh * Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) * No religion |

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| **Gender** |
| * + Prefer not to say   + Male   + Female |
| **Sexual orientation** |
| * Prefer not to say * Lesbian * Gay man * Bisexual * Heterosexual/straight |

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| **Data protection statement** |
| Data Controller name: **City Learning Trust**  The Trust uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will use this data to inform our statistics on the representation of the categories of individual as shown above. We will treat all personal information in line with current data protection legislation and our data protection policy. **\****For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located at https://citylearningtrust.org*  In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data. |
| Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting |
| Signature: |
| Date: |

City Learning Trust is limited by guarantee, registered in England and Wales, with Registered Company Number 7746461.

Registered office: C/O Haywood Academy, High Lane, Burslem, Stoke-on-Trent, Staffordshire ST6 7AB. VAT Registered Number: 141 4134 56.