



## JOB APPLICATION FORM - ASSOCIATE STAFF

See 'Guidance' section for completing this form

Job Title:

Grade:

Job Ref. No:

Closing Date:

Please complete the application form along with the recruitment monitoring form and return to Wendy Mercer at [wendy.mercer@clpt.co.uk](mailto:wendy.mercer@clpt.co.uk) or post it to the address above.

### 1. Guaranteed Interview for People with Disabilities

Do you consider yourself to be a disabled person?

Yes ☐ No ☐

Do you require any support or adjustments to enable you to take part in the selection process for this job?

Yes ☐ No ☐

If so, please give details .....

Only disabled candidates who meet all the essential criteria on the person specification are guaranteed an interview.

### 2. Personal Details

Full Name: ..... Home Tel Number: .....

Mr/Mrs/Ms/Miss: ..... Work Tel Number: .....

Address: ..... Mobile Number: .....

..... Email Address: .....

Postcode: ..... National Insurance Number: .....

### 3. Education/Training/Qualifications (to be verified at interview) Continue on a separate sheet if necessary

School/ College/ University/ Placement	Dates From	Dates To	Courses Taken/ Qualifications	Grade	Date

Are you currently a member of any professional bodies? Yes ☐ No ☐

If yes, please state name of body: .....

Level of membership attained: .....

Are you registered for CPD (Continuous Professional Development)? Yes ☐ No ☐

4. Present Employment

Name and Address of Present Employer	Job Title
	Gross Salary / Wage
	Date of Appointment
	Notice Required
Brief Details of Duties and Responsibilities	

5. Past Employment (most recent first)

Name and Address of Past Employers	Position Held	Dates From	Dates To

6. Relevant Training Courses Attended

Organising Body	Course Details	Dates From	Dates To

## 7. Further information

### Posts which involve driving:

Have you got a full/current driving licence?

Yes

☐

No

☐

If obtained, please state category of your LGV/PCV licence .....

## 8. Pension

If you are in receipt of a pension, gaining employment may affect your eligibility to receive your payments at the full amount. Please check with your pension provider before submitting this application form.

## 9. Relationships

Are you related to any member of the governing body/school?

Yes

☐

No

☐

If yes, please state who .....

**Please note:** Canvassing of members of CLPT directly or indirectly in connection with this post will disqualify your application.

## 10. Eligibility to work in the UK

We are legally obliged to ask you to provide evidence of your right to live and work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this.

(Further details are available from the UK Border Agency website).

Are you able to immediately legally work in the UK?

Yes

☐

No

☐

To legally work in the UK, do you require a visa or work permit?

Yes

☐

No

☐

**11. References** (Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character/personal reference. This should not be a friend or family member.

Present/most recent employer: .....

Name: .....

Job Title: .....

Address: .....

.....

Postcode: .....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to  
contact this referee prior to interview ☐

Previous employer: .....

(If no employment history, use teacher or similar)

Name: .....

Job Title: .....

Address: .....

.....

Postcode: .....

Telephone Number: .....

Email: .....

Status/Relationship to you: .....

Please tick this box if you would prefer us not to  
contact this referee prior to interview ☐

We reserve the right to take up references with any previous employer.

Notes: (i) Referees will be contacted before interviews unless otherwise requested

(ii) If any of your referees knew you by any other name, please write the name in the space

## 12. Declaration

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application 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.

**Complete this section only if completing the form by hand.**

(If completing the form electronically you will be asked to sign the form if selected for interview.)

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: .....

Date: .....

**13. Personal Statement**

(To assess your suitability for the position, based on the personal specification and job description please provide supporting information and examples from your personal, educational or work/career demonstrating your skills and experience).

## Guidance completing your application form

- Use black ink or type (alternative formats, such as CVs or taped applications are acceptable if you have a disability which prevents you from completing the standard application form).
- Write your initial and surname on any additional sheets and clip them to your application form.
- Return your completed application form to the address shown on the front of this form by the stated closing date.

### Tips for completing Personal Statement

- The decision to select you for interview will be based on how closely you meet the essential criteria shown on the Personnel Specification. Use this as a guide to what skills and experience you need to have. These may have been gained from paid work, voluntary or leisure activities, work in the home, training and education. If you feel you meet any of the desirable criteria, highlight these too.
- You might find it helpful to do a rough draft first.
- Try to organise your answer into clear, concise points to demonstrate that you have the skills we are looking for.
- Accurate spelling, punctuation and grammar help to make a good impression.
- Highlight your transferable skills. The tasks that you have performed in the past may not be exactly the same as those in the job for which you are applying, but the skills you use to carry out the tasks are likely to be the same.

### Recruitment Monitoring Form

The information you provide on the Recruitment Monitoring Form is CONFIDENTIAL and will NOT BE SEEN by the selection panel or play any part in the selection decision. It will be used as part of aggregated statistics for monitoring purposes ONLY, in order to measure the effectiveness of the CLPT equal opportunities and recruitment policies. We look forward to receiving your application.

### Rehabilitation of Offenders Act 1974

Certain posts, particularly those that involve working with children or other vulnerable groups, will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Academy also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

### Data Protection Act 2018

CLPT will use the information on this form to process your job application with will remain confidential and protected. The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). Everyone responsible for using personal data has to follow strict rules called 'data protection principles'. Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. To apply to see a copy of the information held by CLPT please write to James Plan Data Protection Officer at Services 4 Schools Waterloo House, 4 Waterloo Road, Wolverhampton, WV1 4BL, james.plant@services4schools.org.uk.

CLPT may contact you in the near future for the purpose of completing a questionnaire with a view to improving the recruitment process. Please tick the following box if you do not agree to your data being used for this purpose. ☐

Full information regarding GDPR can be found at [www.gov.uk/data-protection](http://www.gov.uk/data-protection)

Recruitment Monitoring Form

This section forms an integral part of the application form and must be completed in full and accurately.

This form is confidential and will not be seen by the selection panel. The information provided on this tear-off slip will be used by the council only to monitor the effectiveness of its equal opportunities and recruitment policies, and will be used only as part of aggregated statistics. Please complete the following boxes as appropriate (use black pen).

Sex

Female ☐ Male ☐

Ethnic Group

To which ethnic group would you say you belong?

Mark one box only please.

White

British	<input type="checkbox"/>	01
Irish	<input type="checkbox"/>	02
Any other White background	<input type="checkbox"/>	09

Mixed

White and Black Caribbean	<input type="checkbox"/>	10
White and Black African	<input type="checkbox"/>	11
White and Asian	<input type="checkbox"/>	12
Any other Mixed background	<input type="checkbox"/>	19

Asian or Asian British

Indian	<input type="checkbox"/>	20
Pakistani	<input type="checkbox"/>	21
Bangladeshi	<input type="checkbox"/>	22
Any other Asian background	<input type="checkbox"/>	29

Black or Black British

Caribbean	<input type="checkbox"/>	30
African	<input type="checkbox"/>	31
Any other Black background	<input type="checkbox"/>	39

Chinese or Other Ethnic Group

Chinese	<input type="checkbox"/>	40
Any other ethnic group	<input type="checkbox"/>	49

For Office Use Only

Shortlisted ☐ Appointed ☐

Disability

Do you consider yourself to be a disabled person?

Yes ☐ No ☐

Age

Please indicate the band in which your age falls.

Under 25	<input type="checkbox"/>
25–34	<input type="checkbox"/>
35–49	<input type="checkbox"/>
50–65	<input type="checkbox"/>
Over 65	<input type="checkbox"/>

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Vacancy (mark only one)

I became aware of this vacancy through:

AdNews	<input type="checkbox"/>
Birmingham Evening Mail	<input type="checkbox"/>
Community Care	<input type="checkbox"/>
Express & Star	<input type="checkbox"/>
Job centre	<input type="checkbox"/>
Other specialist publication*	<input type="checkbox"/>
Recruitment fair	<input type="checkbox"/>
The Guardian	<input type="checkbox"/>
Times Educational Supplement	<input type="checkbox"/>
Website (council)	<input type="checkbox"/>
Website (other)*	<input type="checkbox"/>

\* Please specify publication / website:

Present Employment Situation

Are you currently employed by CLPT

Yes ☐ No ☐