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| Job Ref: |  |  | | |
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| App Ref: |  |
| **Confidential** | |
| Application for Employment | | | | |
| The Trust values diversity and is striving to be an Equal Opportunity Employer | | | | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment  Please complete in black ink or type | | | | |
| Post applied for: | | |  | School/Department: |

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| **Personal** | | |
| Surname: Dr/Mr/Mrs/Miss/Ms  Previous name(s): |  | Forename(s): |
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| Address:    Postcode: |  | Date of Birth: |
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| E-mail address: |
|  |
|  | Contact numbers:  Daytime:  Evening:  Mobile: |
| NI Number: |  |

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| **Education, job related qualifications & specialised training** | | | |
| School/College | Qualifications/training  Proof of job related qualifications will be required | From  month/year | To  month/year |
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| How did you find out about this job, e.g. which publication? | | | | |
| **Present/most recent appointment** | | | |
| Job title: |  | Employer's name & address: | |
| Start date: |  |
| Leaving date: |  |
| Weekly wage/salary: |  |
| Notice required: |  | Email address: | |
| Purpose of job: | | |

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| **Employment background**  Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable) | | | | | | | | | |
| From month/  year | To month/  year | Place of work/employer (if applicable) | Scale/  grade | | | Title/  responsibility | | | Reason for leaving |
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| Have you ever been dismissed by any of the above employers? | | | | | | | | | |
| If Yes, further details may be required from you. **Yes** | | | |  | **No** | |  | (please tick) | |

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| **References References will be sought prior to interview** | | | | | | | | | | | |
| Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. If not currently working with children or vulnerable adults, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted**. | | | | | | | | | | | |
| Employer |  | Non-Employer |  | (please tick) |  | Employer | |  | Non-Employer |  | (please tick) |
| Name: | | | | |  | Name: | | | | | |
| Address: | | | | |  | | Address: | | | | |
| Telephone No: | | | | | Telephone No: | | | | |
| Fax: | | | | | Fax: | | | | |
| Email: | | | | |  | | Email: | | | | |

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| **Safeguarding**  The Trust 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’s 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.**  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 and the Trust’s privacy notice.  Do you have a DBS certificate?:  **Yes / No**(Delete as Appropriate)Date of check:  If you’ve lived or worked outside of the UK in the 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 10 years:  **Yes  /  No**  (Delete as Appropriate)  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  We will not ask for any criminal records information until we’ve received the results of a DBS check.  Any convictions listed on a DBS check will be considered on a case-by-case basis. | | | | | | | | |
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| In order to comply with our **Equality, Diversity & Inclusion Policy** **Yes**  please indicate if you may require reasonable adjustments to undertake the recruitment process? | | | | |  | **No** |  |  |
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| Do you wish to **job share?** (if available) **Yes** | | | | |  | **No** |  |  |
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| Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. | | | | | | | | |
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| Are you related to any member of the Council, Senior Officer or Governing Body? | | | | | | | | |
| If Yes, please give details **Yes** | | | | |  | **No** |  |  |
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| **General Data Protection Regulations**  In accordance with current legislation you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties. Please go to [www.prestoleetrust.org](http://www.prestoleetrust.org) for the ‘Data Protection Policy’ and Privacy notice relating to Employment. | | | | | | | | |
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| **Declaration**  I confirm that the above information is complete and accurate. I understand that any offer of employment is subject to    a) satisfactory references  b) satisfactory Enhanced DBS clearance and Barred List check  c) Information provided on this form is complete and accurate  d) a satisfactory medical report  e) S128 prohibition from management check (where appropriate)  f) proof of identity  g) proof of address  h) checks on employment and training history  i) checks on relevant qualifications  j) signed code of conduct  I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard. | | | | | | | | |
| **Signature:** |  | **Date:** |  | | | | | |
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| **Relevant skills, knowledge and experience** |

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| Please use this page to show how you meet the items on the Person Specification.  (Continue on an additional sheet if necessary) **Please note no more than two A4 sides of paper**.  Please see the Guidance Notes for further information. |