

Application for Employment Non-Teaching Staff



CONFIDENTIAL - Under the General Data Protection Regulation, the information you provide on this form will be used for recruitment, selection and for employment contract purposes only. This form should be used to apply for currently-advertised vacancies only.

Please complete this application and submit it as stated in the job advertisement.

POST APPLIED FOR

(It is **essential** that candidates complete all details in this box so their application can be considered)

Job Title:	
School within XP Trust applying for:	
Closing Date:	

PART A - PERSONAL DETAILS

Title:	Dr / Miss / Mr / Mrs / Ms / Other
First Name:	
Last Name:	
Address:	Address Line 1: Address line 2: Town / City: Post Code:
National Insurance Number:	
Mobile Number:	
Email Address*:	

*we will contact you by email throughout the recruitment process, please provide an email address

Are there any dates when you would not be available for an interview? Yes / No

If so, please provide details in the additional information box below

Are you eligible to work in the United Kingdom? Yes / No

Have you ever been barred from working with children and / or vulnerable adults? Yes / No

Please use this section to expand on any of the questions in Part A

REFERENCES - Please note that for shortlisted candidates, references will be taken up prior to interview

Please give the names and addresses of two referees. It is expected that Teachers and Leadership will name the Headteacher or Principal of their current / last school, and their most recent previous school. Headteachers should list their CEO or employing body. University leavers should name their course tutor. In addition, if not currently working with children, please provide a reference from the last time you worked with children.

	Reference 1 (current / most recent employer)	Reference 2 (employer prior to reference 1)
Referee Name:		
Referee Job Title:		
Referee Email:		

Please note that for any positions dealing with children and / or vulnerable adults, XP Trust will need to take up references from any previous employers. By submitting this application, you are agreeing to this practice.

PART B - INFORMATION IN SUPPORT OF APPLICATION

Secondary, Further Education and Higher Education

Please provide details (including dates) of qualifications achieved:

Institution / Awarding Body	Dates (DD/MM/YYYY)	Qualification / Training	Grade / Exam Result

Details of Training Courses / CPD

Please include short courses, apprenticeships and any other training that supports your application and demonstrated your continuous professional development:

Training Provider	Dates (DD/MM/YYYY)	Subject	Qualifications Obtained

Current Post

Please provide details of your current, or most recent post:

School, College or Educational Establishment:	
Academy Trust / Local Authority:	
Dates from and to (DD/MM/YYYY):	
Job Title:	
Reason for leaving:	
Salary scale point:	
Salary per annum:	

Employment History

Excluding your current post (above), please list in chronological order your full employment history and indicate full or part-time (including gaps in employment):

Name & Address of Employer	Dates from & to (DD/MM/YYYY)	Job Title and brief description of duties, salary and grade	Reason for leaving

Additional Information in Support of your Application

Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary / community work, spare time activities, education or training. If necessary you may provide further required information on a separate sheet:

We advise applicants that the data held by XP Trust in respect of employment will be used for cross-system and Trust comparison purposes for the prevention and detection of fraud. If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.

Application forms submitted by unsuccessful candidates will be destroyed after 6 months from the date the post was appointed to, unless we have permission from you to keep your application on file.

Information on how XP Trust processes your personal data, organisations we may share your data with, your rights as a data subject, and contact details for any enquiries can be found on our website.

I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment and / or if appointed may result in disciplinary action including dismissal.

Signed:		Date:	
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The Directors at XP Trust are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with previous employers.

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 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.

Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is 'protected' under the Act and should not be disclosed.

This MUST be returned before the interview.