

## **CONFIDENTIAL**

### **APPLICATION GUIDANCE**

- Please complete this form and return it by email to: [people@athenalearningtrust.uk](mailto:people@athenalearningtrust.uk)
- Your application form will be processed by our People Team in line with our privacy notice for job applicants. Occasionally, we will work with partner organisations to support our recruitment process who will have access to the personal data you submit. If your application will be handled by a third party, this will be made clear on the job advertisement.
- If you are unable to complete and return the form by email, please post your application (allowing sufficient time for delivery before the application deadline) or return it by hand to:

The People Team, Athena Learning Trust c/o, Launceston College, Hurdon Road, Launceston, Cornwall PL15 9JR

- CVs will not be accepted. Please fill in all relevant sections of this form. The information you provide will help our recruitment panel to make a fair decision during the selection process.
- Applications received after the closing date will not normally be considered.

### **SAFER RECRUITMENT**

Athena Learning Trust is an equal opportunities employer and is also committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of safer recruitment checks and references including an enhanced DBS check.

Safer recruitment is central to the safeguarding of children and young people. At Athena Learning Trust, our recruitment and selection procedures are based on current legislation, guidance and best practice. We expect all applicants to review the Policies and Procedures relating to our safer recruitment practices via the website at [www.athenalearningtrust.uk](http://www.athenalearningtrust.uk).

**Athena Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.**

<b>Please complete ALL sections of this form. Letters and/or CVs alone will not be accepted.</b>			
POST/SITE APPLIED FOR:		CLOSING DATE:	
WHERE DID YOU SEE THIS POST ADVERTISED:			
<b>1. PERSONAL DETAILS (please complete in block letters)</b>			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)		Last Name: Previous Surname(s) if applicable:	
First name(s)			
Address for correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address:			

<b>2. EQUAL OPPORTUNITIES</b>
In accordance with our policy on equal opportunities in employment, the Trust will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.
We will ask you to complete a separate form so that we can capture information in order to assess how successful this policy is.

<b>3. DATA PROTECTION</b>
In completing this application form you should refer to the Recruitment Privacy Notice below. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the [Recruitment Privacy Notice](#).

#### 4. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I confirm that I understand that the withholding of relevant information or providing any false or misleading statement could result in possible referral to the police, my application being rejected, the offer of employment being withdrawn or if I have been successfully appointed, disciplinary action which may include dismissal from the post.

I understand that any offer of appointment is made on a conditional basis, pending satisfactory receipt and outcome of all required safeguarding checks including DBS clearance, medical clearance, the receipt of 2 acceptable references and the checking of any qualifications necessary for the post advertised.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Finally, if your application form is received electronically without your signature and you are asked to attend for an interview, you will be asked to sign a copy of this *declaration before any offer of employment is confirmed*.

Signed	Date
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#### 5. PRESENT OR LAST EMPLOYER

Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:	NA	Other benefits (if applicable):	NA
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

## 6. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

## 7. GAPS IN EMPLOYMENT

**Please explain any gaps in your employment history since leaving full time education**  
e.g. unemployment, career breaks, voluntary work, travel

## 8. EDUCATION, TRAINING & QUALIFICATIONS

*(Please continue on separate sheet if necessary). Please start with the most recent.*

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			


**OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)**

Organising Body	Course title	Length of course

**COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A TEACHING ROLE**

Do you have Qualified Teacher Status?		<b>Yes / No</b>
Date achieved		
DFE Teacher reference number		
Statutory induction period (if qualified after 7 May 1999)	Started:	Completed:
Are you subject to any conditions or prohibitions placed on you by the TRA (or other) in the UK?		<b>Yes / No</b>

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of body	Type of membership	Date obtained


### 9. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use this section to explain your suitability for the position you are applying for, paying particular attention to how your skills and experience match the essential and desirable criteria of the post.

***This is an important part of your application and the information you provide forms a large part of the shortlisting decision-making process.***



## 10. REFERENCES

In accordance with our statutory obligations under Keeping Children Safe in Education, we are required to obtain references. Please provide details of two referees below that we can contact for a reference. These should cover at least your last two years of employment/education history. If your two references do not cover the last two years, please provide additional referee details on a separate sheet. The Trust reserves the right to approach any previous employer or manager.

Please note that we may contact referees for references before interview unless you request otherwise. We will ask for information about any current disciplinary or capability issues and whether you have been subject to any safeguarding concerns.

Please sign the form found at Appendix 1 to consent to us contacting your previous employer/s for a reference.

**Should you have any concerns, please contact us before submitting your application.**

<b>Reference 1:</b> This <b>must</b> be your current or most recent Headteacher or employer or, if you do not have any previous employment, your most recent Headteacher, Lecturer, Tutor (e.g. School/Academy, College or University).		<b>Reference 2:</b> If you have worked with children, young people or vulnerable adults in the past, but are not currently, this <b>must</b> be the most recent employer with whom you were employed to work with these vulnerable groups. Otherwise, a referee of your choice.	
Name:		Name:	
Job Title/Role:		Job Title/Role:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email address:		Email address:	
Telephone number:		Telephone number:	
Professional relationship to you:		Professional relationship to you:	
Did this role involve working with young people and/or vulnerable adults?	<b>Yes / No</b>	Did this role involve working with young people and/or vulnerable adults?	<b>Yes / No</b>
I do not wish this reference to be taken up prior to interview	<input type="checkbox"/>	I do not wish this reference to be taken up prior to interview	<input type="checkbox"/>
If you do not want us to contact this referee prior to interview, please let us know why not		If you do not want us to contact this referee prior to interview, please let us know why not	



## 11. PROTECTION OF CHILDREN

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

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 about whether a conviction or caution should be disclosed can be found on the government website, which can be accessed here:**

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#).

so that a police check can be carried out if you are offered an appointment and we may carry out additional online searches.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. 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.

## 12. SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Athena Learning Trust is committed to safeguarding children, young people and vulnerable adults [Child Protection Policy](#). From your previous experience or training, can you please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

13. GENERAL	
Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please give details of any dates within the near future when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have regular use of a vehicle?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>Do you, your partner or family have any personal, financial or professional interests or relationships with any current Member, Trustee, Governor or Employee of the school, college or Trust, OR that may conflict with you undertaking this role?</p> <p><b>If yes, please provide details below:</b></p> <p>Please state the name and position and the nature of the relationship to you:</p>	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you spent 12 months or more (whether continuously or in total) overseas in the last 10 years, while aged 18 or over. If yes please provide details, including name(s) of country and nature of visit(s):	YES <input type="checkbox"/> NO <input type="checkbox"/>
<p>This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.</p>	
14. REASONABLE ADJUSTMENTS FOR A DISABILITY	
<p>If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact <b>the People team</b> to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.</p>	

## 15. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. All appointments are conditional upon receiving medical clearance and / or reasonable adjustments being agreed to accommodate any additional requirements.

I can confirm that I am happy for Athena Learning Trust to contact my previous employer(s) to obtain written references.

I understand that I can withdraw my consent at any time by contacting **the People team on 01566 701683** or [people@athenalearningtrust.uk](mailto:people@athenalearningtrust.uk)

Name: .....

Signature: .....

Post Applied for: .....

Date: .....