For office use only Applicant Number:

SCHOOL-LED DEVELOPMENT TRUST APPLICATION FORM

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| Please note – if this post involves working with children or vulnerable adults the appointment will be subject to Disclosure and Barring Service clearance. See supporting information for further details of the Trust’s Child Safeguarding Policy. |

Please complete in BLACK ink or TYPE. Please complete every section.

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| JOB DETAILS | |
| Job title | |
| Vacancy number | Closing date |

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| PERSONAL DETAILS | | |
| Title | Surname | First Names |
| Previous names | | |
| (if any) Preferred first name | | |
| Date of birth | | |
| National Ins No | | |
| Address | | |
| Postcode | | |
| Daytime telephone | | |
| Mobile telephone | | |
| Email address | | |

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| FOR TEACHING VACANCIES ONLY |
| Teacher reference number & Date qualified as a teacher |
| Type of teacher training undertaken and phase e.g. GTP/Secondary |
| Subjects qualified to teach |
| Do you have Qualified Teacher Status? Yes/No |
| Have you successfully completed:  Your probationary/induction year? Yes/No |

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| POST-18 EDUCATION AND TRAINING | | | | | |
| Please give details about all the education and qualifications you have including degrees with class and division and teaching certificates (if relevant). If you are shortlisted, evidence of all qualifications should be brought to interview. Please continue on a separate sheet if necessary. | | | | | |
| Establishment | Full time or part time | Qualifications  (indicate class and division) | Dates attended  From To | | Date of final exam |
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| Other courses and INSET in which you have been involved during the past three years and which you consider relevant to this post, please indicate who provided it and start/finish dates. | | | | | |

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| PRE-18 EDUCATION AND TRAINING | | | | | |
| Please include all education and training up to the age of 18, including all qualifications obtained with the grade achieved and the title of the award. Please continue on a separate sheet if necessary. | | | | | |
| Establishment | Full time or part time | Qualifications (indicate grade and qualification name) | Dates attended  From To | | Date of final exam |
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| EMPLOYMENT RECORD | |
| Please give details of all previous jobs including temporary or voluntary work in chronological order ending with your present post. Please include periods when you were not working as all time must be accounted for and may be checked. Continue on separate sheet if necessary. | |
| CURRENT POST | |
| Name and address of Employer: | Job title: |
| Date started: | Date left (if relevant): |
| Current salary: | Notice required: |
| State briefly your main duties and responsibilities and your position within the organisation. | |
| If you are no longer in this post, please state your reason for leaving. | |

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| EMPLOYMENT HISTORY | | | | | | |
| Please give details of all paid and non-paid time employment including family responsibilities since leaving full time education. | | | | | | |
| Employer | Post title | Brief description of activity/ responsibility or duties | Full time or part time | Dates  To From | | Reason for leaving |
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| Please explain any breaks in your continuity of employment: | | | | | | |

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| SUITABILITY FOR JOB |
| This section is for other relevant information to support your application. Please give examples where appropriate. |

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| REFERENCES | |
| Please nominate two referees. If you are working at the moment, one referee must be your present employer. If you are not working with children at the moment but have done so in the past, please indicate the name of that last employer as one of your referees. Referees will be asked for information on disciplinary issues, etc. References will not be accepted from relatives or from people writing solely in the capacity of a friend. | |
| Name of first referee | Name of second referee |
| Their job title | Their job title |
| Their relationship to you e.g. headteacher | Their relationship to you e.g. headteacher |
| Organisation name and address | Organisation name and address |
| Postcode | Postcode |
| Email | Email |
| Telephone | Telephone |
| Can we contact this referee prior to interview if you are shortlisted? Yes/No | Can we contact this referee prior to interview if you are shortlisted? Yes/No |
| Please note – School-Led Development Trust reserve the right to contact previous employers to verify information provided on this application form or at interview. | |

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| ASSOCIATION WITH A DIRECTOR OR GOVERNOR OF SCHOOL-LED DEVELOPMENT TRUST | | | |
| Do you have a close association with a Director or employee of School-Led Development Trust? Yes/No  *If yes, please give details* | | | |
| Their name | Their job | Department | Your relationship |
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| Please note  Any applicant who directly or indirectly seeks the support of any Director or Executive member for any appointment with School-Led Development Trust will be disqualified. | | | |

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| ADDITIONAL INFORMATION | | |
| If the job you are applying for involves driving, do you hold a current driving licence and relevant business insurance to use your vehicle for work? | Yes  | No  |
| Are you applying for this position on a job share basis? | Yes  | No  |
| If you are offered this position will you have any other paid work? | Yes  | No  |

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| DISCLOSURE OF CRIMINAL RECORDS/SANCTIONS |
| For all posts you have to disclose any conviction, warning, reprimand, caution or other order including “spent convictions”, that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Do you have any convictions, cautions, reprimands or final warnings that are not “protected”?  Yes  No   Any offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance.  You must disclose details of any current sanctions imposed by a regulatory body e.g. the General Teaching Council. If you have any such sanctions, please tick here.  |

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| DECLARATION |
| I declare that the information on this form is true and accurate.  I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job.  My name has not been placed on any list which disqualifies me from working with children.  I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and understand the requirements of this position.  Privacy Notice  I consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.  Signature Date  *If you submit this form electronically, you will be required to sign this declaration if invited to interview.* |

EQUAL OPPORTUNITIES MONITORING FORM

School-Led Development Trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below.

The information given on this sheet will not be used to make decisions about who is recruited. The form will not be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery.

Your help filling in this form is greatly appreciated. Thank you.

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| JOB REFERENCE No. | APPLICANT NO. |
| DATE OF BIRTH (DD MM YYYY) | |

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| RACIAL OR ETHNIC ORIGINS | | | | | | | |
| White British |  | White Irish |  | White other |  | White &  Black Caribbean |  |
| White & Black African |  | White & Asian |  | Other mixed background |  | Indian |  |
| Pakistani |  | Bangladeshi |  | Other Asian background |  | Arab |  |
| Black Caribbean |  | Black African |  | Other black background |  | Chinese |  |
| Gypsy or Irish Traveller |  | Any other |  |  | | | |

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| DISABILITY |
| Are you disabled? Yes  No  |
| School-Led Development Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. If you are disabled, please identify any adjustments you consider may be necessary in the recruitment process below. |

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| GENDER |
| Male  Female  |

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| RELIGION / BELIEF – please tick only one box | | | |
| Buddhist |  | Christian (all denominations) |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| None |  | Other religion or belief |  |
| Prefer not to say |  |  | |

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| SEXUAL ORIENTATION – please tick only one box | | | |
| Bisexual |  | Lesbian or gay woman |  |
| Gay man |  | Heterosexual |  |
| Other |  | Prefer not to say |  |

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| HOW DID YOU FIND OUT ABOUT THIS JOB? |
| e.g. NIoT website, newspaper (please tell us which), Job Centre etc. |

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| EMPLOYMENT |
| Do you work for School-Led Development Trust at the moment? Yes  No  |

SCHOOL-LED DEVELOPMENT TRUST APPLICATION FORM

GUIDANCE NOTES

You are advised to read the following notes carefully as, unless other selection techniques are used, the decision to shortlist you for interview will be based solely on the

information you provide in the Application Form. This advice is designed to help you complete the Application Form as thoroughly as possible.

When completed, read through your Application Form, checking for errors or gaps. Check the closing date and make sure your application is sent in plenty of time because late applications will only be considered in exceptional circumstances. The forms should be returned to the address on the advertisement/Application Form.

# HOW WILL YOU KNOW WHAT WE ARE LOOKING FOR?

The job advertisement describes the skills, experience and qualifications we are looking for, and this forms the basis against which you will be assessed. The job description and person specification will be enclosed with your Application Form, to show the main duties, responsibilities and personal attributes of the post. You should read them carefully and try to identify the key words and phrases.

# DO YOU HAVE WHAT WE ARE LOOKING FOR?

From the information in the advertisement, job description and person specification work out if you have the skills, knowledge and experience we are seeking. If not, show how you have used them in the past. Do not forget that skills can be transferable. The tasks you perform may not be the same as those in the job you are applying for, but the skills you use to carry out those tasks may be the same.

Remember that the skills and experiences you have gained outside paid work, for example, from domestic

responsibilities, unpaid or voluntary work or organising social or community activities can demonstrate skills you have taken for granted which could be a clear sign of your ability to do a job.

# IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The successful applicant will be required to provide one original document, which proves their entitlement to work in the UK, e.g. P45 or P60 before an offer of appointment is made. A full list of suitable documents for this purpose will be issued to every successful applicant.

# DATA PROTECTION

School-Led Development Trust is collecting data in order to process your application under its Recruitment and Selection Policy and will use it for any subsequent employment purposes.

On occasions, the Trust will have to contact third parties to verify information you have provided and other facts relating to you and your application, for example references.

The Trust needs to protect the public funds it handles so we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organizations that handle public funds.

Should you be unsuccessful with your application the Trust will destroy your Application Form after six months of its submission.

# RECRUITMENT MONITORING

School-Led Development Trust is committed to promoting equality, inclusiveness and social justice for all its citizens and staff. We will work positively to achieve this by challenging all forms of discrimination, exclusion and injustice.

The Trust values the rich social and cultural diversity of the local communities. We will make sure that our workforce and our services reflect that diversity and community needs.

To assist School-Led Development Trust to monitor and evaluate its effectiveness in relation to equal opportunities, and for no other reason, applicants are requested to complete and return the Recruitment Monitoring Form. The details supplied are held in confidence and are not used in any way in the recruitment and selection process.

# SMOKING POLICY

The Trust operates a “No Smoking Policy” which effectively means that the premises have a non-smoking environment.

SCHOOL-LED DEVELOPMENT TRUST APPLICATION FORM

GUIDANCE NOTES

1. Information

Information you provide in the Application Form will be treated as confidential. In an attempt to ensure greater objectivity in the selection process, it is divided into two parts, (A and B) with only Part B being used to shortlist candidates for interview. Therefore, please do not enter your name on Part B of the Application Form, or on any additional information submitted in support of your application.

1. Completion of the Form

The form should be filled in as completely and clearly as possible, in black ink or typed (where applicable). If you have a disability that prevents you from completing the Application Form, you may have someone complete it on your behalf.

Braille or taped applications are welcome and the Application Form is also available on the internet. If you need to attach additional sheets to support your application or to provide additional information, please quote the serial number shown at the top right hand corner of the Application Form.

Read each section of the Application Form carefully.

1. Canvassing

Direct or indirect canvassing of SLDT Board Trustees, the Chief Executive or other senior employees of the Trust by, or on behalf of yourself, is strictly forbidden and will invalidate your application.

1. Medical History

All appointments are subject to the successful completion of a medical screening process. A health problem does not preclude a person from full consideration for the job.

Information relating to the health of an individual is sensitive personal data and is subject to strict controls under the Data Protection Act, 1998.

1. References

We need a reference from your present or most recent employer. If you have never been employed or have been out of paid work for a long time, you should give the name of a responsible person who knows you well but is not a relative. Referees will be sent a copy of the job description and person specification.

1. Education and Training

The ‘Qualifications’ section gives you an opportunity to list any examinations or certificates you have gained or are

currently taking. For some jobs, qualifications are essential, but not all jobs require formal qualifications – the advertisement, job description and person specification should tell you whether qualifications are required. Original certificates will be checked upon appointment.

1. Employment History

Please provide full details of your current (or last) employment and highlight any achievements in this post. Where the information relates to your previous employment, please provide your reasons for leaving. Please provide a continuous record of all experience, paid, or unpaid, including, for example, voluntary work, positions of responsibility or

any other experience you consider relevant. If not full-time indicate the hours worked per week.

Please explain any break in your work experience.

1. Information to Support your Application

This section is probably the most difficult part of the Application Form to complete, however, it is very important. This is where you match your skills, knowledge, experience and personal qualities to the job description, person specification and advert.

Ask yourself why you are interested in the position, for example would it be promotion or alternatively a good career move sideways to broaden your experience? Do not simply repeat your career history. Pick out skills, knowledge and experience required by the job description and person specification and provide evidence that you possess them.

Any supporting information (i.e. additional sheets) should not contain your name or other personal information and should quote the Serial Number shown in the top right hand corner of the Application Form on ALL additional sheets.

1. Job Sharing

The Trust supports job sharing as a means of creating job opportunities, offering more flexible working arrangements and as a means of retaining experienced and trained staff.

Most jobs within the Trust are available for job sharing and you can request a copy of the Job Sharing Scheme from Human Resources.

Applications from single job share applicants will be accepted and treated in the same way as full-time applicants. Where

a single job share applicant is regarded as being the most suitable applicant for a job, they will be offered the position.