## UNITED LEARNING

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

**Application for the Post of:**

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname (BLOCK letters): | | Initials: |
| Home Address: | Email Address: | |
| Telephone Number (home): | |
| Telephone Number (mobile): | Telephone Number (work): | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DCSF (DfES) Reference Number: | Qualified Teacher Status | Yes |  | No |  |

**Current Employment**

|  |  |
| --- | --- |
| Please give brief details of your present position and duties including title, date when present employment started and principal accountabilities. | |
| Name and Address of Present Employer: | Current Salary: |
| Length of Notice Required: |

Employment History

Please give details of all the positions you have held since completing your full time education. Start with your most recent position and work back.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | | Name and address of | Position and Duties | Salary | Reason for |
| From | To | | employer |  |  | leaving |
|  | |  |  |  |  |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of secondary school(s) attended | Examinations taken, results obtained, scholarships and other distinctions | Dates  From To | |
|  |  |  |  |

**Further Education**

*Please attach photocopies of documentary evidence of qualifications.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of College(s) and/or University(ies) attended | Subjects Studied | Examinations taken, results obtained, class of pass, scholarships and other distinctions | Dates  From To | |
|  |  |  |  |  |

**Professional and Vocational Qualifications**

Technical, Professional or Occupational training to include relevant training, apprenticeships, articles, evening, full time day and day release courses, correspondence courses, company courses. *Please attach photocopies of documentary evidence of qualifications.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type of Training | Subjects/Skills | College, Firm, | Qualifications | Dates | |
|  |  | Institute | gained | From To | |
|  |  |  |  |  |  |

**Personal Statement**

Please use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

**Referees** (These should not be family members)

Please give the names of two persons to whom reference may be made. One of these referees must be your current, or most recent, employer. We will not seek further permission from you to approach your referees unless you indicate otherwise.

|  |  |
| --- | --- |
| Name  Occupation  Address    Tel. No  Email Address | Name  Occupation  Address    Tel. No  Email Address |

**Personal Relationships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to, or do you have a close personal relationship with, any existing member of staff or local governing body member within United Learning? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please state their name and position |  |

**Employee Referral**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been referred by a United Learning employee? | Yes |  | No |  |

|  |  |
| --- | --- |
| If yes, please state their name, position and school/location |  |

**Declaration**

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I understand that, if offered this post, the appointment will be subject to a DBS Check, medical clearance and employment references, all of which are satisfactory to United Learning.

|  |  |
| --- | --- |
| Signature of Applicant: | Date: |

**For Internal Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Shortlisted: | Yes / No | Shortlister Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Selection Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Invitation Sent: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Offered Appointment: | Yes / No | Interviewer Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Guidance for Applicants**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

* Please complete this form in black or blue ink or typescript as parts of it may be photocopied.
* If any section does not apply to you, please write N/A.

The following notes are intended to assist you with the completion of the application form:

**Personal Details**

In completing this section, please do not provide your first name. Only your initials are requested on the application form to ensure that your gender is not available to the selection panel prior to interview.

Your forename is requested on the Applicant Monitoring Form which will not be passed to the selection panel.

**Current Employment**

This section requests the details of your current employment. You should:

* Provide a brief description of the duties and responsibilities held during this employment.
* Include any duties that you consider to be of particular relevance to the position for which you are applying.
* Provide the name and address of your present employer.
* Provide details of your current salary or rate of pay.
* Indicate how much notice you are required to give to your current employer.
* If you are not currently employed, please mark the section N/A.

**Employment History**

* Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the most recent and working back.
* Include the dates of employment, a brief summary of your responsibilities in the role, your final salary and reason for leaving. Please do not include details of your current employment in this section.

**Education**

Provide details of the secondary school(s) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

**Further Education**

* Provide details of the college(s) or university(ies) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.
* Please attach photocopies of documentary evidence of your qualifications.

**Professional and Vocational Qualifications**

* Provide details of technical, professional and occupational training.
* Provide details of relevant training, apprenticeships, articles, evening, full-time day or day release courses, correspondence courses or company courses.
* Please attach photocopies of documentary evidence of your training or qualifications.

**Guidance**

**Personal Statement**

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the person specification for the role.

**Referees**

* Please provide the details of two people who may be approached for a reference.
* If you are employed, one referee must be connected to your current employer i.e. your line manager.
* Where you have previously worked with children but are not currently doing so, please provide reference details in respect of the last employer for whom you worked with children.
* If you are a college or school leaver, please give details of a teacher or tutor.
* A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.
* Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
* Please note that references may be sought prior to interview.

**Personal Relationships**

Please provide the name and position of any relative, friend or acquaintance employed or associated with United Learning.

**Declaration**

Please ensure that you read this statement and that you sign and date the application.

**Applicant Monitoring Form**

Please complete this form to facilitate applicant monitoring. This form will be removed from your application form as soon as we receive it and will not be used as part of the selection process.

**Confidential Disclosure**

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise ‘spent’.

All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

If you wish, you may submit information in a sealed envelope, marked for the confidential attention of the Head Teacher of the School to which you are applying.

**United Learning Child Protection Statement**

**Scope**

United Learning is fully committed to the safeguarding of children – ensuring the well being of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their well being.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

**Policies and Procedures**

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance.  The individual school policies are available via each school’s website or by contacting your school directly.

**United Learning Applicant Monitoring Form**

Position Applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete the following section for reporting purposes only. United Learning is committed to a policy of equality in employment. To help us monitor the effectiveness of this policy it would be helpful if you would complete the following sections. *The information will not be used as part of the selection process and will not be disclosed to the selection panel.*

|  |  |  |
| --- | --- | --- |
| **Forename(s):** | **Surname:** | |
| **Previous Name(s):** | | |
| **Title:** Dr/Mr/Mrs/Miss/Ms/Other (Please state) | | **Gender:** Male/Female/Other gender identity |
| **Age:** 16-19/20-29/30-39/40-49/50-50/60-64/65+/Prefer not to say | | |

**Ethnic Origin**

Please tick a box from the list below which best describes the ethnic group to which you belong.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | British (A1) |  | Irish (A2) |  |
|  | Other White background (A3). Please specify | | |  |
| **Mixed Race** | White and Black Caribbean (B1) |  | White and Black African (B2) |  |
|  | White and Asian (B3) |  |  | |
|  | Other Mixed background (B4). Please specify | | |  |
| **Asian or Asian British** | Indian (C1) |  | Pakistani (C2) |  |
|  | Bangladeshi (C3) |  |  |  |
|  | Other Asian background (C4). Please specify | | |  |
| **Black or Black British** | Caribbean (D1) |  | African (D2) |  |
|  | Other Black background (D3). Please specify | | |  |
| **Chinese or Other** | Chinese (E1) |  |  |  |
| **Ethnic Group** | Other Chinese background (E2). Please specify | | |  |
|  |  | | |  |
| **Prefer not to say** |  | | |  |

|  |
| --- |
| Vacancy Monitoring: **Where or how did you hear about the position? If in a publication, which one(s) did you see?** |