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**Job Application Form**

As an employer, we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

Transforming Lives Educational Trust and its academies have a responsibility for and are committed to safeguarding and promoting the welfare of children and for ensuring that they are protected from harm. The post is subject to an enhanced DBS and qualifications check.

This form contains important information, which will be used to assess your application for the role and also to then confirm your employment and personal details and so you MUST ensure it is accurately completed and that you have clearly demonstrated how you meet the requirements of the role. This form MUST be submitted prior to the closing date of the position being applied.

**Vacancy Details**

|  |  |
| --- | --- |
| Position Title |  |
| Organisation/School |  |
| Reference Number |  |

**Your Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forename (s) |  | | | |
| Surname (s) |  | | Title (e.g. Mr, Mrs) |  |
| Preferred Name (if applicable) | |  | | |
| Previous Surname (if applicable) | |  | | |
| Employee Number (if appropriate) | |  | | |
| National Insurance Number | |  | | |

**Advertisement Details**

|  |
| --- |
| How did you hear about the vacancy you are applying for? |
|  |

**Flexible Working**

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| --- | --- | --- |
| Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary. | | |
| Do you wish to apply for the position on a part-time or job-share basis? | Yes | No |
| If YES, this will be discussed with you if you are short-listed for interview | | |

**Guidance Notes**

Every section in the application form must be completed as fully as possible, and the information provided must be accurate. We cannot accept Curriculum Vitaes (CV’s) / Resumes alone. We recommend that you retain a copy of your application form so that you can refer to this, should you be invited to interview.

The main sections of the application form will ask for a variety of information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria / competencies needed to do the job. When completing the application, you should provide your entire work history, including a description of any gaps in this history. In addition, you should outline all the skills, qualifications and awards you have, but these can be selective and you only need to provide those you consider relevant to the job you are applying for.

**Additional Information**

**This is the most significant element of the application form, as this is the section where you have the opportunity to explain why are suitable for the vacancy you are applying for. To give yourself the best opportunity of being short-listed, you should look at the criteria / competencies for the role (outlined in the Person Specification) and give examples from your personal, educational or work career that show how you can demonstrate these. If you do not meet all of the essential criteria, you are very unlikely to be invited to interview.**

Declaration of interests and relationships

We ask all potential employees to inform us of any relationships to councillors, Trustees, academy governors or employees. We have to do this to ensure that everyone is treated fairly and so that we can ensure there is no reason why offering a position would be unfair. For example it may be inappropriate to offer someone a position within an organisation where they work for a family member, or asking someone to take a position where they manage grants for voluntary services when their family work for a relevant voluntary organisation.

Confirming the outcome of an application

We will contact you to inform you of the outcome of your application within 2 weeks following the closing date. If you are successful, we will provide you with additional steps of the application process.

Pre-employment checks

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of Safeguarding. Therefore, if you are offered a job the offer will be conditional on satisfactory pre-employment checks, these can include; references, qualifications and other evidence e.g. driving licence, as well as a medical questionnaire, and in some instances taking a medical examination and in all cases a Disclosure and Barring Service (DBS) Disclosure.

Please submit this form either electronically or by post to the address given on the advertisement. However, if you require assistance or do not know where to submit this form, please contact the academy you are applying to.

If posting this application please ensure the correct postage is paid.

**Contact Details**

Please provide your contact details. These will be used for correspondence through the recruitment campaign.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address |  | | | |
| Town / City |  | Postcode |  | |
| Home Tel. Number |  | Mobile Tel. Number |  | |
| Email Address\* |  | | | |
| \*if provided this will be used for future correspondence | | | | |
| If you wish to provide a second address, please do so on a separate sheet and provide an explanation, e.g. term-time only, and tick here if you do so | | | |  |

**Employment History**

Please provide details of your employment history, starting with your most recent /current employer and working back. Please also account for any gaps in employment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date From | Date To | Employer Name and Address | Job Title & Main Duties (Please state Full or Part Time) | Reason for Leaving | |
|  |  |  |  |  | |
| If required, continue on a separate sheet and tick here to confirm you have done so | | | | |  |

**Memberships**

Please provide details of any memberships you have of any organisations, which are relevant to the job you are applying for.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| General Teaching Council (GTC) | | Registration No: |  | | |
| Department for Education (DfE)\* | | Registration No: |  | | |
| Health Care Professions Council (HCPC) | | Registration No: |  | | |
| Other (please specify here) |  | | | | |
| \*If DfE, do you have Qualified Teacher Status? | | | | Yes | No |

**Education & Qualifications**

Please provide details of your education and qualifications, starting with your most recent and working back. Please also account for any gaps in education.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Courses attended / Qualification / Subjects | Grade / Level | School / College or Training Provider | Year Completed | |
|  |  |  |  | |
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| If required, continue on a separate sheet and tick here to confirm you have done so | | | |  |

**Training & Skills**

Please provide details of any courses or training that you have undertaken that are relevant to the job being applied for, starting with your most recent and working back.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Result | Year Completed | |
|  |  |  | |
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| If required, continue on a separate sheet and tick here to confirm you have done so | | |  |

**Application Questions**

Please provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn.

|  |
| --- |
|  |

**Application Questions Continued**

|  |  |
| --- | --- |
|  | |
| If required, continue on a separate sheet and tick here to confirm you have done so |  |

**Reference Details**

Please give the details of two referees, one of which must be your current or most current employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references. Where the role is involved with vulnerable adults or children, references will be sought prior to interview.

**Referee 1 – Current / Most Recent Employer or Educational Establishment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forename(s) |  | | | | | | | | |
| Surname | | | Title (e.g Mr, Mrs) | | | |  | | |
| Job Title |  | | | | | | | | |
| Organisation |  | | | | | | | | |
| Address |  | | | | | | | | |
| Town / City |  | | | | Post Code | | |  | |
| Home Tel. Number | |  | | Mobile Tel. Number | | | |  | |
| Email Address | |  | | | | | | | |
| Can we seek this reference without further consent from you? | | | | | | Yes | | | No |

**Referee 2 – Employment, Education or Character**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forename(s) |  | | | | | | | | |
| Surname | | | Title (e.g Mr, Mrs) | | | |  | | |
| Job Title |  | | | | | | | | |
| Organisation |  | | | | | | | | |
| Address |  | | | | | | | | |
| Town / City |  | | | | Post Code | | |  | |
| Home Tel. Number | |  | | Mobile Tel. Number | | | |  | |
| Email Address | |  | | | | | | | |
| Can we seek this reference without further consent from you? | | | | | | Yes | | | No |

**Relationships**

Please provide details of any relationships that you may have with significant individuals or groups.

|  |  |  |
| --- | --- | --- |
| Are you related to, or have a personal relationship with, a Councillor, Trustee or Employee of TLET? | Yes | No |
| If YES, please provide details, including the name, position and relationship. | | |
|  | | |

**Disability Requirements**

We positively encourage applications from disabled people who have the necessary skills and experience for the post. For disabled people who are able to show they meet the essential requirements for the job we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require to attend for an interview.

|  |  |  |
| --- | --- | --- |
| Do you require reasonable adjustments for your interview? | Yes | No |
| If YES, please specify below. | | |
|  | | |

**Criminal Convictions**

All posts require a DBS check. You may, if you wish, provide information in relation to any criminal convictions you may have had in the past that are not spent. The details of which should be provided in a sealed envelope marked with your full name and the post you are applying for. This envelope will only be opened if you are shortlisted for interview.

**Declarations**

|  |  |  |  |
| --- | --- | --- | --- |
| With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed. | | | |
| Signature |  | Date |  |