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**Activate Learning Education Trust Application Form**

This application form will be used for the purposes of progressing applicants through the assessment and selection process.  Please complete the form as fully as possible.  If you cannot add an electronic signature to the three declarations on this form you will be required to sign your application at a later stage of the selection process. By submitting this form as an email attachment, you undertake that the information you have provided is true and accurate to the best of your knowledge.

**Activate Learning Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share and promote our commitment.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Post Applying For:**  **School:**  **Teacher Number (if applicable):** | | | | | | |
| **Surname:** | | | **First Name(s)** | | | |
| **Address:** | | | | | | |
| Telephone | ***Daytime:*** | | | ***Evening:*** | ***Mobile:*** | |
| **E-Mail address (essential) :** | | | | | | |
| Present Employment / Occupation | | | | | |
| Post title: | | Salary: Other remuneration / benefits: | | | |
| Name of Organisation: | | | | | |
| Address of Organisation: | | | | | |
| Date appointed to current post: | | Date appointed to organisation: | | | |
| **Size of budget for which you are entirely responsible:** (if applicable) | | Overall budget of organisation referred to above:(if applicable) | | | |

|  |  |  |
| --- | --- | --- |
| **PLEASE COMPLETE THE FOLLOWING SECTIONS CAREFULLY. The decision to invite you for interview will be based on the information you provide on this form and how closely you meet the specified criteria.** | | |
| Are you related to **an employee** (or a member of the Trust Board) of Activate Learning Education Trust?  If “yes” **who is the employee** or member of the Trust Board and what is the relationship to you? (*failure to disclose such a relationship will lead to disqualification, as will any canvassing in connection with this appointment)* | Yes | No |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment Summary** *(most recent first)*  Please give a full history, in chronological order, since leaving secondary education, including periods of post-secondary education/training, part time, voluntary work as well as full time employment.  If you have had periods of time not in employment or education/training please record these providing an explanation (for example, looking for employment, travelling, or time taken out of paid employment due to childcare responsibilities etc) including the start and end dates for that period of time. | | | | |
| Employer | Post Title | | **Dates** (from – to) | Reason for leaving |
|  |  | |  |  |
| Current Notice Period required | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Education & Training | | | |
| Institution | Qualifications achieved | | Date awarded |
|  |  | |  |
| Relevant Professional Development Activities / Courses attended in the last three years | | | |
| Course title / activity | | Date Achieved | Duration |
|  | |  |  |

|  |
| --- |
| **Motivations, Responsibilities & Key Achievements** |
| **What attracted you to this post?** |
|  |
| **Please state here (briefly) your current responsibilities and your position within the reporting structure.** |
|  |
| **Please highlight your 3 key personal achievements at work within the last two years** |
|  |
| **Personal Statement**  **In no more than 500 words, tell us why you consider yourself to be the ideal candidate for this post. Please make reference to the Person Specification.** |
|  |

**Additional Information**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes/No |
| Do you have regular use of a vehicle and are you  prepared to use this if required for work purposes? | Yes/No |
| National Insurance Number | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  | |
|  | |

**References**

Please provide two **employer** references (one of which should be your present or most recent employer and the referees must cover as a minimum, the last three years).

Confirmation of your appointment with us will depend upon these references being satisfactory. If you were known to either of your referees by another name, please give details.

*If you are currently working or have previously worked with children, young people, or vulnerable adults, either on a paid or voluntary basis, your current and/or previous employer will be asked about any disciplinary offences relating to children (including any of which the penalty is time expired) and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.*

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
|  |
| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Yes/No

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
|  |
| Email |  |
| Telephone |  |

May we obtain a reference prior to interview? Yes/No

**Declaration**

I understand that any offer of employment will be subject to a number of checks, including:

* Documentary evidence being produced to substantiate the details given on the application form.
* Satisfactory Disclosure from the Disclosure Barring Service (although a conviction may not automatically prevent you receiving an offer of employment).

Under the Data Protection Act 1998, we need your written consent to hold and process information in relation to your application and any subsequent employment for various administrative, academic, and Health & Safety reasons, and by signing below you give that consent. Without this consent, we regret that we will be unable to continue to process your application.

The information on this form is correct and complete to the best of my knowledge and belief.

**Signature:………………………………………..** **Date:………………………….**

**Disclosure of Criminal Convictions**

Activate Learning Education Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. A criminal record will not necessarily bar you from employment with ALET. This will depend on the nature, circumstances and background of your offences and the particular position for which you are applying.

Activate Learning Education Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. All applicants who are offered employment will be subject to an enhanced criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of spent and unspent cautions, reprimands, or final warnings, as well as convictions.

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 Ministry of Justice website.

<https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

**Yes / No**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

**Yes / No**

If 'yes' please give details here

|  |  |  |
| --- | --- | --- |
| **Criminal Convictions** | **Details** | **Date of Conviction** |
|  |  |  |
| **Pending Convictions** | **Details** | **Date of Hearing** |
|  |  |  |

I understand that the work I have applied for will be subject to an enhanced DBS check with the Disclosure and Barring Service before the appointment is confirmed. I am aware that all convictions that are not ‘protected’ as defined by the Ministry of Justice must be disclosed. I give my consent for the information to be shared with HR Department.

I confirm that I am **not** on the Barred List, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council and either have no convictions, cautions or bind overs.

**Signature:………………………………………..** **Date:………………………….**

**Full Name:…………………………………………………………………………**

**Asylum and Immigration Act 1996**

In accordance with the Asylum and Immigration Act 1996, we are required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be asked to provide the appropriate documentation.

I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.

**Signature:………………………………………….** **Date:………………………….**

Thank you for completing this application form**.** If you have any queries, please do not hesitate to contact the HR Department at the relevant recruiting school.

**Confidential**

**Equal opportunities questionnaire**

Information provided in this section will be confidential to the HR department. It will be used only for the purpose of statistical monitoring and for compiling the personnel record of the successful candidate in support of Activate Learning’s equal opportunities policy.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Date of Birth |  |

**Disability**

|  |
| --- |
| Are you disabled or do you have any conditions that may require adjustments to your work or working environment?  **YES □ NO □ Prefer not to say □** |
| If yes, please outline your disability. |
| Please indicate any requirements that are to be considered. |

Activate Learning has a responsibility in law to make reasonable adjustments in particular cases.

**Ethnic Origin**

|  |  |  |  |
| --- | --- | --- | --- |
| White – British |  | Asian or Asian British – Bangladeshi |  |
| White – Irish |  | Chinese |  |
| Other – White background (please specify)\* |  | Other Asian background (please specify)\* |  |
| Black or Black British – Caribbean |  | Mixed – White and Black Caribbean |  |
| Black or Black British – African |  | Mixed – White and Black African |  |
| Other Black background (please specify)\* |  | Mixed – White and Asian |  |
| Asian or Asian British – Indian |  | Other mixed background (please specify)\* |  |
| Asian or Asian British – Pakistani |  | Other ethnic background (please specify)\* |  |
| Any other Mixed background |  | Declined to Specify |  |
| Gypsy or Irish Traveller |  |  |  |
| \*Other (please specify) | | | |

**Nationality**

|  |  |
| --- | --- |
| Nationality *(please state)* |  |

**Religious Belief**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Agnostic |  | Atheist |  | Buddhist – Hinayana |  |
| Buddhist – Mahayana |  | Christian – Orthodox |  | Christian – Protestant |  |
| Christian – Roman Catholic |  | Confucianism |  | Hinduism |  |
| Islam – Shiite |  | Islam – Sunni |  | Judaism – Hassidic |  |
| Judaism – Orthodox |  | Judaism – Reformed |  | Taoism |  |
| Sikhism |  | Shintoism |  | Other |  |
| Not Specified |  |  |  |  |  |

**Gender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Transgender |  |

**Sexuality**

|  |  |
| --- | --- |
| Heterosexual |  |
| Homosexual |  |
| Bisexual |  |

**Personal Circumstances**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Single |  | Partner |  | Widowed |  |
| Married |  | Civil Partnership |  | Prefer not to say |  |
| Divorced |  | Separated |  |  |  |

**Vacancy Information**

Please confirm below how you ***originally*** heard about our vacancy:

|  |  |  |  |
| --- | --- | --- | --- |
| **TES** |  | **Word of Mouth** |  |
| **School Website** |  | **Internal** |  |
| **Agency**  **Agency Name** |  | **Other - please specify** |  |

I understand that this information may be stored and processed as part of Activate Learning Education Trust monitoring of equal opportunities and as part of the recruitment procedure, and I agree this use of the data I have provided.

**Signature ………………………………………… Date ……………………**