

<p><b>Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.</b></p>			
POST APPLIED FOR:		CLOSING DATE:	
<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:	
First name(s)			
Address for Correspondence:			
	Postcode:		
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address:			
DfE number (if applicable):		Date which you could take up appointment:	
<b>2. PRESENT OR LAST EMPLOYER</b>			
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:		Other benefits (if applicable):	
Date appointed:		Notice required	

		or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

### 3. 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		Reason for leaving
				From	To	

### 4. 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

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of body	Type of membership	Date obtained

**5. INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

**NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.**

*Please continue on a separate sheet if necessary*

## 6. REFEREES

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. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Please ensure at least one reference is from a relevant employer from the last time you worked with children.

The Trust reserves the right to approach any previous employer or manager.

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

**Please note:**

**If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.**

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Email address:		Email address:	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
How long known?		How long known?	

## 7. 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 Ministry of Justice 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. This information will be asked at interview and by completing a relevant conviction form after interview.

If you are subsequently employed by the Trust and it is found that you failed to disclose any previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher/Principal/Manager of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. 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.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Trust policy on the [recruitment of ex-offenders](#)

## 8. GENERAL

Are you interested in job sharing?	YES <input type="checkbox"/> NO <input type="checkbox"/>
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"/>

You are required to declare below any relationship with or to a pupil, employee, governor or trustee of the School / Academy/Trust.

Please state name and position:

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"/>
---	--

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.

## 9. DISABILITY CONFIDENT

The Trust is a registered Disability Confident Committed employer. Under this scheme, we guarantee an interview to anyone with a disability (as defined under the Equality Act 2010) who meets the essential criteria for the job. If you are disabled and would like to be considered under this scheme please contact [hr@enrich-learning.org](mailto:hr@enrich-learning.org) to discuss any requirements.

## 10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

## 11. DATA PROTECTION

In completing this application form you should refer to the Privacy Notice for job applicants on the Enrich Learning Trust website. The personal information collected on this form will be processed to manage your application in accordance with the Privacy Notice for job applicants. 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 School/ Academy/ 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 Privacy Notice for job applicants.

**12. DECLARATION**

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

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.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

Signed	Date
--------	------

**APPENDIX 1: REFERENCE CONSENT FORM**

I can confirm that I am happy for Enrich 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 School/Trust.

Name: .....

Signature: .....

Job Title: .....

Date: .....

## Equal opportunities monitoring form

In accordance with our policy on equal opportunities in employment, Enrich Learning 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.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We also monitor equality data in relation to our employees.

The completion of this form and questionnaire is entirely voluntary. However it will assist the Trust in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

We have asked for your name to enable us to monitor applications at shortlisting and appointment stage. If you are appointed to a role in the Trust we will retain this information, again for monitoring purposes.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

Thank you for your assistance

<b>Please complete ALL sections as requested.</b>	
<b>PERSONAL DETAILS (please complete in block letters)</b>	
POST APPLIED FOR:	
Last Name:	
First name(s)	

### 1 Ethnicity

**How would you describe yourself?**

Choose ONE section from A to E, and then tick the appropriate box

A      Asian or Asian British

Bangladeshi [ABAN]

Indian [AIND]

Pakistani [APKN]

Any other Asian background, please write in box .....[AOTH]

B      Black/African/Caribbean or Black British

African [BAFR]

Caribbean [BCRB]

Any other Black background, please write in box .....[BOTH]

- C Mixed/Multiple Ethnic Groups
- White and Asian [MWAS]
  - White and Black African [MWBA]
  - White and Black Caribbean [MWBC]
  - Any other Mixed background, please write .....[MOTH]
- D Other Ethnic Group
- Arab [ARAB]
  - Any other Ethnic Group, please write.....[OOTH]
- E Chinese and other ethnic groups
- Chinese [CHNE]
  - Any other, please write.....[OOTH]
- F White
- British/ English/Northern Irish/Scottish/ Welsh [WBRI]
  - Gypsy [WROM]
  - Irish Traveller [WIRT]
  - Irish [WIRI]
  - Any other White background, please write .....[WOTH]
- G  Prefer not to say [REFU]

## 2 Disability

To make positive changes, [insert school/academy name] wants to address the different barriers faced by disabled people.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

**Do you consider yourself to have a disability or a long-term health condition?**

- Yes  No

What is the effect or impact of your disability or health condition?

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

### 3 Gender

Which of the following best describes your gender?

Male       Female       Prefer not to say       Own term: \_\_\_\_\_

### 4 Gender identity

Do you identify as transgender/transsexual?

Yes     No     Prefer not to say     Own term: \_\_\_\_\_

### 5 Sexual orientation

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within the Trust.

We seek to become an exemplar employer and make sure our processes and practices are fair to all staff. However we recognise you may not wish to provide this information.

Which of the following best describes your sexual orientation?

- Bi/bisexual
- Gay / Lesbian
- Heterosexual / Straight
- Other \_\_\_\_\_
- Prefer not to say

### 6 Age monitoring

What is your Date of Birth?

--/--/----

### 7 Religion and belief

Below is a list of religions that are the most commonly found in Britain. They are listed in alphabetical order.

Please tick the box that best describes you:

- Buddhist
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu
- Jewish
- Muslim
- Sikh
- Other Religion or Belief (please state) .....
- No Religion
- Prefer not to say

**8 Legal marital or same sex status?**

- Single
- Married
- Married, same-sex partner
- Civil partnership
- Other(please state) .....
- Prefer not to say

I hereby give my consent to Enrich Learning Trust processing the special categories of data supplied in this form for the purposes of monitoring data and diversity statistics, recruitment and selection, and as set out in the Workforce Privacy Notice.

<b>Applicant's signature</b>	
<b>Date</b>	