

**Application for Employment**

Chiltern Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Please read the information and guidance notes before you complete the form.**

**Please return your completed application form to** [**vacancies@chilternlearningtrust.org**](mailto:vacancies@chilternlearningtrust.org)

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| Job Details | |
| **Job Applied For:** | Click here to enter text. |
| **Location/School (If known):** | Click here to enter text. |
| **Please state where you saw this post advertised:** | Click here to enter text. |
| **If referred, please state who referred you:** | Click here to enter text. |

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| SECTION A | Personal Information | | | | |
| Surname: | | Click here to enter text. | | | |
| First Name: | | Click here to enter text. | | | |
| What title do you use?  (For example; Mr/Mrs/Miss/Ms/Dr) | | Click here to enter text. | | | |
| Address:  (Including Post Code) | | Click here to enter text. | | | |
| Telephone Number:  (Please tick the preferred contact number) | | Daytime  Click here to enter text. | | Evening  Click here to enter text. | Mobile  Click here to enter text. |
| Email Address:  (This address may be used to contact you during the recruitment process) | | Click here to enter text. | | | |
| Are you recognised as a qualified teacher by the DfE? | | Yes:  No: | **Date Qualified**  **Teacher Status (QTS)** Click here to enter text.  **Awarded:** | | |
| DfE/Teachers Ref. No. | | Click here to enter text. / Click here to enter text. | | | |

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| SECTION B | Current or most recent Employment/Voluntary Work | | |
| Name and address of  School/Organisation:  Click here to enter text. | | Job Held:  Click here to enter text. | Current Salary/Pay Rate:  Click here to enter text. |
| Date of Appointment:  Click here to enter text. | Length of Notice:  Click here to enter text. |
| **Brief Summary of duties and responsibilities:**  Click here to enter text. | |

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| SECTION C | Educational and professional/Specialist Qualifications | | | | | |
| Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to the interview *(Please use an additional sheet if necessary)* | | | | | | |
| Name and address of School, College or University attended: | | Dates to nearest month:  From: To: | | Qualifications: (for example NVQ, GCSE, A-level, Degree) | Grade/Result received: | |
| Click here to enter text. | | Click here to enter text. | Click here to enter text. | Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. | | Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. |
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| SECTION D | Training relevant to this post *(Please use an additional sheet if necessary)* | |
| Name of Organisation: | Name of specialist training courses: | Result received: |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| SECTION E | Employment History | | | | |
| Please give details of your full employment history in date order starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. | | | | | |
| Organisation’s name and address: | | Employment dates  to nearest month: | | Your role and salary/grade upon leaving: | Reason for  Leaving: |
| Click here to enter text. | | From:  Click here to enter text. | To:  Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Please give details and reasons of any gaps in work history:  Please use an additional information sheet on p8 & p9 if necessary. (Please reference content as refers to section A, B, C etc.)  Click here to enter text. | | | | | |

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| SECTION F | Additional Information |
| With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience. *There is no need to write a separate letter of application.*  Please use an additional information sheet on p8 & p9 if necessary. (Please reference content as refers to section A, B, C etc.) | |
| Click here to enter text. | |

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| SECTION G |  | References |

Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable. The person you name must hold a managerial or personnel position in that organisation and have access to your records.

The referees provided will be asked if you have any live disciplinary offences and also about any ‘time expired’ disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

**PLEASE NOTE THAT Chiltern Learning Trust reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.**

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| Referee from Present or Last Employer/Voluntary Organisation | | | | |
| Referee Name: | Click here to enter text. | **Job Title:** | Click here to enter text. | |
| Address:  (Including Post Code) | Click here to enter text. | **Telephone No:** | Click here to enter text. | |
| **I agree to this reference being taken prior to any interview:** | | Yes:  No: |
| Email Address: | Click here to enter text. | | | |

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| Referee from Present or Last Employer/Voluntary Organisation | | | | |
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| Address:  (Including Post Code) | Click here to enter text. | **Telephone No:** | Click here to enter text. | |
| **I agree to this reference being taken prior to any interview:** | | Yes:  No: |
| Email Address: | Click here to enter text. | | | |

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| SECTION H | Further Information | |
| 1. As a Chiltern Learning Trust employee your role may require you to be based at / work from any of our schools or organisations within the Trust whenever operational demand requires it. Would this present any difficulty for you? | | Yes:  No: |
| 2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | Yes:  No: |
| If you have answered ‘yes’ to questions 1 or 2 please give details below:  Click here to enter text. | | |
| 3. The post you are applying for is exempt from the ‘Rehabilitation of Offenders Act 1974’. You will be required at interview stage to declare any unspent convictions, spent convictions, pending charges/current Police investigations, bind overs, warnings/ cautions or reprimands.  Do you understand the above and agree to declare this information? | | Yes:  No: |
| 4. Safeguarding Statement: In accordance with the Disclosure and Barring Service, you are committing a criminal offence by knowingly engaging in regulated employment, (i.e. working with children or vulnerable adults) if you are barred from working with children or vulnerable adults.  Are you currently barred from working with children or vulnerable adults?  Are you subject to any sanctions imposed by NCTL or any other action pending against you? | | Yes:  No:  Yes:  No: |

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| SECTION I | Declaration |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.  I understand that any subsequent contract of employment with the Trust will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  Signature: Click here to enter text. Date: Click here to enter a date. | |
| Data Protection Act 1998: Assurance of Fair Processing:  We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters. We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes. | |

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| Additional Information Sheet (Please reference content as appendix A, B, C etc.) |
| Click here to enter text. |

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| Additional Information Sheet (Please reference content as appendix A, B, C etc.) |
| Click here to enter text. |

**Monitoring Equality and Diversity in Employment**

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Chiltern Learning Trust recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

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| SECTION A |  | | |
| Full Name: Click here to enter text. | | **Title:** Click here to enter text. | **DOB:** Click here to enter text. |
| Gender: *(Please specify)* Click here to enter text. | | **National Insurance Number:** Click here to enter text. | |
| Other names you have been known by: Click here to enter text. | | | |

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| SECTION B |  |

a) Ethnic Classification; which of the following groups do you feel best describes your ethnic origin?

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| Asian/Asian  British | Indian | Pakistani | Bangladeshi | Other Asian background *(Please specify)*  Click here to enter text. |
| Black/Black  British | Caribbean | African | Any other Black background | *(Please specify background)*  Click here to enter text. |
| Chinese or  other Ethnic | Chinese | Any other Ethnic group | | *(Please specify Ethic Group)*  Click here to enter text. |
| Mixed | White and Black Caribbean | White and Black African | White and Asian | Other Mixed background *(Please specify)*  Click here to enter text. |
| White | British | Irish | Any other Mixed background | *(Please specify background)*  Click here to enter text. |

b) Disability; The Disability Discrimination Act defines disability as ‘a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out day to day activities’.

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| Do you consider yourself to have a disability under the Disability Discrimination Act 1995? *(Please select Yes/No as appropriate)* | Yes  No |