**Application Form**

**Please complete in black pen or type.** Do not enclose a C.V. or additional documents as these will not be considered

**All sections of the form must be completed. You may attach continuation sheets if necessary.**

**This form is available, on request, in large print, Braille, on tape or in electronic format.**

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| **Data Protection Notice**  Throughout this application you are asked for some personal data about you. Under our terms of business, The Trust has agreed to only use this personal data in line with applicable data protection legislation.  You will find more information about how The Trust processes your personal data in its published Privacy Policy which we recommend you review to ensure their policies are appropriate. |

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| **Post applied for:** |  | **Ref number:** |  |

Please ensure you read the Trust’s policy statement on the Recruitment of Ex Offenders, included in the [‘How to apply’](https://www.fulford.york.sch.uk/wp-content/uploads/2018/11/Schools-Applicant-Guidance-SYMAT-November-2018-1.pdf) guidance, before submitting your application.

I confirm I have read the Recruitment of Ex Offenders policy statement

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| **Personal Details** |

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| **Title** |  |

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| **Forename** |  | **Surname** |  |

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| **Preferred Name** |  | **Previous Surname** |  |

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| **National Insurance Number** |  |  |  |  |  |  |  |  |  |

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| **Address Details** |

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| **House Name/Number** |  |

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| **Street** |  |

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| **Town/City** |  |

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| **County** |  |

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| --- | --- |
| **Postcode** |  |

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| --- | --- |
| **Country** |  |

**Contact Details**

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| **Telephone** |  |

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| **Email** |  |

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| **Teacher Status** |

*(Please only complete this section if applying for a teacher or leadership role)*

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| **Checks for Prohibitions, Directions, Sanctions and** **Restrictions**  Should a candidate be shortlisted, the Trust is legally obliged to verify professional qualifications and ensure that a candidate to be employed to carry out teaching work or carrying out school management is not subject to a prohibition order, or any sanction or restrictions.  Any data processed as part of these checks will be processed in accordance with data protection legislation and the Trust Privacy Statement. | |
| **Teacher Registration Number (DFE Number)** |  | |

**If you gained qualified teacher status (QTS) after 1999 please state the date of successfully completing the induction period or details of outstanding period if relevant. You will be asked to provide your QTS certificate on offer of appointment.**

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| **Date** |  |

**If you have an overseas teaching qualification, has this been recognised as meeting the same standards as qualified teacher status in England?**

Yes No

**Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?**

Yes No

**Are you subject to a General Teaching Council sanction or restriction?**

Yes No

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| **Declarations of Criminal Records, Cautions and Convictions** |

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| The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and check to establish that a person is not barred from 'regulated activity' as defined by the Safeguarding Vulnerable Groups Act 2006.  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020) means 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 is disclosable can be found on the Ministry of Justice website. If the Trust has pupils aged 8 and below, the DBS check will be used to ensure compliance with the Childcare Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection legislation and the privacy statement for the Trust. A copy of the safeguarding policy for the Trust is available to view on their website. |

**Do you have a DBS certificate ?:** Yes No

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| **Date of check** |  |

**Are you registered on the Update Service?** Yes No

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| **Certificate number** |  |

If you have lived or worked outside of the UK at any point, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Do you require a sponsorship to work in the UK?** Yes No

**Have you lived or worked outside of the UK since the age of 18?:** Yes No

**If yes, please enter the dates to and from below:**

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| As you have answered yes to the above question, we may require further information in order to comply with ‘safer recruitment’ requirements and may contact you for additional information in due course. For reference, here is a link to the Home Office for guidance relating to overseas criminal records checks.  [Criminal records checks for overseas applicants - GOV.UK](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) |
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| **Additional Details** |

**Disability and Accessibility**

The Trust is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment.

If you have a disability or impairment, and would like the Trust to make adjustments or arrangement to assist if you are called for an interview, please state the arrangements you require:

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**Flexible Working**

**Are you applying to do this job on a part-time/job share basis?** Yes  No

**Relationship with Yorkshire Learning Trust**

**Are you, to your knowledge, related to or have a personal relationship with any governor, academy trustee, member, local governor, pupil or employee at Yorkshire Learning Trust or any member schools within the academy trust?**

Yes  No

**Please give details**

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**Applicant status**

**Are you, or have you previously been employed by the Trust or any member schools within the academy trust?**

Yes No Bottom of Form

**Do you hold another appointment that would continue if you were appointed to this job?**

Yes  No

**Are you required to provide notice for your current employment?:**

Yes No

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| **Notice period** |  |

**Availability for interview**

Please indicate any dates on which it would be impossible for you to attend an interview. Whilst the dates you provide will be taken into consideration, please note that it may not be possible to accommodate everyone's request when arranging interviews.

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| **Unavailable Dates** |  |

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| **Employment History** |

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| Please provide your full employment history starting with your present or most recent position.  All periods of unemployment/gaps must be accounted for in the 'Gaps in Employment' section.  If you do not have any previous employment history, please enter n/a.  Use additional sheets to add further entries. |

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| **Current or last job title** |  |

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| **Start date** |  | **End date** |  |

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| **School/company name and address** |  |

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| **Type of school**  **(primary/secondary)** |  |

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| **Local Education Authority/Academy Trust** |  |

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| --- | --- |
| **Number of pupils on roll** |  |

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| --- | --- |
| **Age range of pupils** |  |

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| **Job details (please provide a brief description of the role)** |
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| **Reason for leaving** |  |

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| **Salary on leaving** |  |

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| **Start date** | **Date of leaving** | **Name and address of employer. If a school please state:**   * **LEA/ Academy Trust** * **No. of pupils on roll** * **Age range of pupils** | **Job title and brief description of role** | **Reason for leaving** | **Salary on leaving** |
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| **Employment History (continued)** | | |
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Please use continuation sheet(s) if necessary.

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| **Employment History Gaps** |

In order to comply with safer recruitment guidelines schools are required to view **your full employment history and all gaps in employment must be explained.** Please explain the reason(s) for each of these gaps in the section below.

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| **Education and Qualifications** |

* Enter details from the most recent to the earliest.
* Include any professional qualifications in this section
* Qualifications will be verified on appointment.

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| **Place of learning and institution type** | **Subject** | **Qualification level (e.g GCSE/A Level)** | **Grade** | **Start and end date** |
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Please use continuation sheet(s) if necessary.

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| **Professional Memberships** |

Please give details of any professional memberships that are relevant to the post applied for, stating:

* professional body name
* your level of membership
* the date obtained and expiry or renewal date
* your membership or registration number

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| **Membership details** |  |

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| **Training and Continued Professional Development (CPD)** |

Please enter details of any training undertaken that you feel is relevant to your application.

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| **Supporting Information** |

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| Please use the following section to address each point on the skills and knowledge section of the Job Description.  You should provide information, examples and evidence to illustrate how you feel you meet the criteria for the job.  The length of this statement should ideally be no longer than one A4 page of text. |

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| **References** |

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| Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person.  If you are not currently working with children please provide a referee from your most recent employment involving children (if applicable). Referees will be asked about all disciplinary offences which may include those where the penalty is 'time expired' if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.  The employer reserves the right to seek any additional references deemed appropriate.  It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance. When completing the section below, please indicate whether or not you agree for this referee to be contacted prior to interview. |

**Reference 1 *(present or most recent employer)***

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| **Title** |  |

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| **Forename** |  | **Surname** |  |

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| **Reference Type** | *Employment* | **Length known to referee** |  |

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| --- | --- |
| **Email address** |  |

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| --- | --- |
| **Telephone** |  |

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| **Company name** |  |

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| **Job title** |  |

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| **Contact address** |  |

**Permission to contact prior to interview:** Yes No

**Reference 2**

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| **Title** |  |

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| **Forename** |  | **Surname** |  |

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| **Reference Type** | *Employment/Character* | **Length known to referee** |  |

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| --- | --- |
| **Email address** |  |

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| --- | --- |
| **Telephone** |  |

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| **Company name** |  |

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| **Job title** |  |

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| **Contact address** |  |

**Permission to contact prior to interview:** Yes No

**How did you hear about this job?**

Internal advertising LinkedIn

City of York Council jobs website  Facebook

Jobs fair  Twitter

Universal Jobmatch/Job centre Press

Word of mouth School website

TES  Other – please give details below

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| **Declaration** |

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| **Right to work in the UK**  The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you acknowledged that such evidence will need to be provided should an offer of employment be made.  **Mental and Physical Fitness**  The Trust will require you to confirm you have the mental and physical fitness to carry out your work responsibilities in accordance with the Education (Health Standards) (England) Regulations 2003. By  signing this application, you acknowledge that such confirmation will be required should an offer of  appointment be made.  **Verification of Identity**  The Trust will require you to provide proof of your identity in accordance with Keeping Children Safe in Education guidance. This will include obtaining a copy of your birth certificate, where this is available. By signing this application, you acknowledge that such verification will be required should an offer of  employment be made.  **Online Searches**  The Trust may conduct online searches of shortlisted candidates as part of their appointment process in accordance with Keeping Children Safe in Education guidance in order to identify any incidents or concerns which are publicly available online. By signing this application, you acknowledge that such  searches may be conducted as part of the process. |

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 if I am applying for a role that involves engaging in a regulated activity relevant to children, that it is a criminal offence to apply for the role if I am barred from engaging in regulated activity relevant to children.

I understand that any subsequent contract of employment with the employer will be made only on this basis and that, if I falsify or deliberately omit any relevant information I could be dismissed. I understand if I lobby governors, trustees or employees in connection with this application I will be disqualified. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

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| **Signed** |  |

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| **Print name** |  |

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| --- | --- |
| **Date** |  |

Please indicate if you are happy for us to contact you about your application, via the details provided on your application form, for purposes of the Recruitment & Selection process.

Yes No

On occasions we may need to contact you for feedback regarding the Recruitment & Selection process. Please indicate if you are happy for us to do this.

Yes No

*(Please refer to the ‘How to apply’ guidance for further information on the above consent questions and details on how the information you provide in this application will be stored and used).*

**Yorkshire Learning Trust**

Yorkshire Learning Trust

Rose Cottage,Tadcaster, LS24 9NB

**Equal Opportunities Monitoring**

The following pages will be removed and will not be seen by those shortlisting or interviewing applicants.

The equal opportunities information provided will be treated in confidence and used only for monitoring purposes. It is not used as part of the selection process and the recruiting panel do not have access to any of this information.

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| **Equal Opportunities Monitoring (Confidential)** |

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| The Trust is committed to equality and aims to ensure that everyone who works or applies to work for us is treated fairly and is not subjected to unlawful discrimination on grounds of their sex, age, race, ethnic or national origins, marriage or civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, religion or belief, family responsibility, disability or political beliefs. Applications are welcome from all sections of the community. |

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| **Post applied for:** |  | **Ref number:** |  |

**Gender:** Male  Female  Prefer not to say

**Do you identify yourself as trans?** Yes  No  Prefer not to say

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  | **Nationality** |  |

**Sexual Orientation:**

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| --- | --- |
| Heterosexual / Straight  Lesbian / Gay woman  Homosexual / Gay man  Bisexual  Not specified  Prefer not to say  ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­  **Religion**  Baha’i  Buddhist  Christian  Hindu  Jain  Jewish  Muslim  Sikh  No Religion  Other  Prefer not to say  **Ethnic Origin:** Prefer to not say | |
| **White:**  British  Irish  Other White background  **Mixed Race:**  White and Black Caribbean  White and Black African  White and Asian  Other Mixed background | **Asian or Asian British:**  Indian  Pakistani  Bangladeshi  Other Mixed background  **Black or Black British:**  Caribbean  African  Other Mixed background |
| **Other Ethnic Groups:**  Any other background  Chinese or other ethnic group Chinese |  |

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| **Equal Opportunities (Confidential)** |

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| **Disability information**  The Disability Discrimination Act 2010 states that someone is disabled if they have a 'physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities'. Please see 'How to apply' guidance for further information. |

**Do you consider yourself to be disabled?**

Yes  No Prefer to not say

If you tick “Yes” , please tick as many boxes below as apply:

**Physical impairment** (such as using a wheelchair to get around and / or difficulty using arms, legs etc)

**Sensory impairment** (such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment)

**Mental health condition** (such as depression or bipolar)

**Learning disability** (such as Downs syndrome or dyslexia or cognitive impairment such as autism or one resulting from head-injury)

**Long-standing illness or health condition** (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

**Other** -please provide details:

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Thank you for helping us to continue to improve our policies and practices.