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| **Application for Employment – Non-Teaching** | | | | | |
| **CONFIDENTIAL-** Under the General Data Protection Regulation, the information you provide on this form will be used for recruitment, selection and for employment contract purposes only. This form should be used to apply for currently-advertised vacancies only.  **Please complete this application in black ink or by typing and submit it as stated in the job advertisement** | | | | | |
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| **POST APPLIED FOR**  (It is **essential** that candidates complete all details in this box so their application can be considered) | | Job Title: |  | | |
| Reference Number: |  | Closing Date: |  |
| School: |  | | |

**PART A – PERSONAL DETAILS**

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| Last Name: | |  | | | | | | | | | | | |
| First Name(s): | |  | | | | Title: | | Dr/Miss/Mr/Mrs/Ms/Other | | | | | |
| Address: (Address Line 1): | |  | | | | | | | | | | | |
| (Address Line 2): | |  | | | | | | | | | | | |
| (Address Line 3): | |  | | | | | | | | | | | |
| Town / City: |  | | | | | | | | | | | | |
| Post Code: |  | | | | | | | | | | | | |
| National Insurance Number: |  | |  |  |  | |  | |  |  | |  |  |
| Contact Phone Number: |  | | | | | | | | | | | | |
| Email Address: \* |  | | | | | | | | | | | | |
| \* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible. | | | | | | | | | | | | | |
| **Are there any dates when you would not be available for interview?**  If so, please provide details in the additional information box on the next page. | | | | | | | | | | | YES  NO | | |
| **Are you eligible to work in the United Kingdom?** | | | | | | | | | | | YES  NO | | |
| **Have you ever been barred from working with children and/or vulnerable adults?** | | | | | | | | | | | YES  NO | | |
| **Are you related to a Member, Director or employee of the Exceed Learning Partnership?**  If so, please pride the names and relationship details in the additional information box below. | | | | | | | | | | | YES  NO | | |

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| **Please use this section to expand on any of the questions in Part A:** |
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**REFERENCES – Please note that for shortlisted candidates references will be taken up prior to interview:**

References: Please give the names and addresses of two referees. It is expected that support staff who have worked in schools previously name the Headteacher or Principal of their current/last school and their most recent previous school. University/college leavers should name their course tutor. In addition to the above please provide a reference from the last time you worked with children (if not currently working with children).

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|  | Reference 1  **(Current/Most Recent Employer)** | Reference 2  **(Employer prior to current/most recent)** |
| Referee Name: |  |  |
| Job Title: |  |  |
| Address: |  |  |
| Email: |  |  |
| Telephone: |  |  |

Please note that for positions dealing with children and / or vulnerable adults, Exceed Learning Partnership will need to take up references from any previous employers before interview. **By submitting this application, you are agreeing to this practice unless you instruct otherwise.**

**PART B – INFORMATION IN SUPPORT OF APPLICATION**

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| **Secondary, Further Education and Higher Education**  Please provide details (including dates) of qualifications achieved: | | | |
| Institution/  Awarding Body | Dates  (dd/mm/yyyy) | Qualification/  Training | Grade/Exam Result |
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| **Details of Training Courses / CPD**  Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development: | | | |
| **Training Provider** | **Date from/to**  **(dd/mm/yyyy)** | **Subject** | **Qualifications Obtained (if applicable)** |
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| **Current Post**  Please provide details of your current or most recent post (if not currently employed): | | | |
| **Name & Address of Employer** | **Date from/to**  **(dd/mm/yyyy)** | **Job Title and Brief Description of Duties, Salary & Grade** | **Reason for Leaving** |
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| Current FTE Salary |  | Current NJC scale point  If applicable |  |

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| **Employment Record**  Excluding your current post (above), please list in chronological order your full employment history and indicate full or part-time (including gaps in employment): | | | |
| **Name & Address of Employer** | **Date from/to**  **(dd/mm/yyyy)** | **Job Title and Brief Description of Duties, Salary & Grade** | **Reason for Leaving** |
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| **Additional Information in Support of your Application**  Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet: | | | |
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| We advise applicants that the data held by Exceed Learning Partnership in respect of employment will be used for cross-system and Trust comparison purposes for the prevention and detection of fraud.  If successful, this form will be retained on your personnel file and kept for a period of 6 years after the termination of your employment.  Application forms submitted by unsuccessful candidates will be destroyed after six months from the date the post was appointed to.  Information on how Exceed Learning Partnership processes your personal data, organisations we may share your data with, your rights as a data-subject and contact details for any enquiries can be found on our website.  I declare that the information that I have given in this application is accurate and true.  **I understand that providing misleading or false information will disqualify me from the appointment and/or if appointed may result in disciplinary action including dismissal** | | | |
| Signed |  | Date |  |
| The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with previous employers.  **Rehabilitation of Offenders Act 1974**  All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However,  amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions are ‘protected’.  These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the  filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered,  prior to the date of the interview. You may be asked for further information about your criminal history during the  recruitment process. If your application is successful, this self-disclosure information will be checked against  information from the Disclosure & Barring Service before your appointment is confirmed.  Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is  ‘protected’ under the Act and should not be disclosed. **This MUST be returned before interview**. | | | |

**PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING**

**Please note - this page will be detached and is not part of the selection process**

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

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| **Last Name:** |  | | **First Name(s):** |  |
| **Job Title:** |  | | **Ref Number:** |  |
| **Nationality (please state)** | |  | | |

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| Gender: | |  | Ethnic Origin: | |
| Female |  |  | White | |
| Male |  |  | * British |  |
| Trans-Gender |  |  | * Irish |  |
| Prefer not to say |  |  | * White Other |  |
|  |  |  | Asian or Asian British | |
| Sexual Orientation: | |  | * Bangladeshi |  |
| Bisexual |  |  | * Indian |  |
| Gay Man |  |  | * Pakistani |  |
| Gay Woman / Lesbian |  |  | * Any Other Asian |  |
| Heterosexual |  | Black and Black British | |
| Prefer not to say |  |  | * African |  |
|  |  |  | * Caribbean |  |
| Age Band: | |  | * Any Other Black |  |
| 16-24 years |  |  | Mixed | |
| 25-34 years |  |  | * White & Asian |  |
| 35-49 years |  |  | * White & Black African |  |
| 50-54 years |  |  | * White & Black Caribbean |  |
| 55 and over years |  |  | * Any Other Mixed |  |
| Prefer not to say |  | Other | |
|  |  |  | * Chinese |  |
| **Do you consider yourself to have a disability?** | |  | * Any Other |  |
| Yes |  |  | * Prefer not to say |  |
| No |  |  |  | |
| Prefer not to say |  |  |  | |
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| Where did you see the vacancy advertised? | |  | Religion / Belief: | |
| [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk) |  |  | Buddhist |  |
| [www.jobsgopublic.com](http://www.jobsgopublic.com) |  |  | Christian |  |
| Tes |  |  | Hindu |  |
| Other |  |  | Jewish |  |
|  |  |  | Muslim |  |
|  |  |  | Sikh |  |
|  |  |  | Other |  |
|  |  |  | None |  |
|  |  |  | Prefer not to say |  |