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| **Bradgate Education Partnership**  **Application Form**  **Teaching and Support Staff** | |
| **Job Title of Post Applying For:** |  |

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| **Personal Details** | | | | | |
| **Surname:** |  | | **Previous Name(s):** | |  |
| **Forename(s):** |  | | **Title:** | |  |
| **Address:** |  | | | | |
| **Home No:** |  | | **Mobile No:** | |  |
| **Email Address:** | |  | | | |
| **Teacher number: (if applicable)** | |  | | **NI Number:** |  |

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| **Present Employment (or most recent)** | | | | | |
| **Post Title:** |  | | | **Date Appointed:** |  |
| **Employers Name:** |  | | | | |
| **Employers  Address:** |  | | | | |
| **Salary on Leaving:** |  | | **Allowances:** | |  |
| **Date Left (if applicable):** | |  | **Reason for Leaving:** | |  |

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| **References (One reference MUST be from your current or most recent employer)** | | | |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  |
| **Address:** |  | **Address:** |  |
| **Contact Number:** |  | **Contact Number:** |  |
| **Email Address** |  | **Email Address:** |  |
| **Relationship to Applicant:** |  | **Relationship to Applicant:** |  |
| **Can referees be contacted prior to interview?** | | YES/NO | |
| **Character references will not be accepted, employment references only. If you are having issues providing a reference please speak with the recruiter.** | | | |

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| **Previous Employment – starting with the most recent (Please add more lines if required)** | | | | | |
| **Dates:** | | **Employer’s Name & Address:** | **Post:** | **Salary (including allowances):** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Education** | | | | |
| **Dates:** | | **Establishment Name & Address:** | **Qualifications:** | **Grade:** |
| **From:** | **To:** |
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| **Membership of Professional Organisations** | | | |
| **Dates of Membership:** | | **Professional Body / Organisation:** | **Membership Level:**  **Grade:**  **Duration:** |
| **From** | **To** |
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| **Relevant Professional Development** **(in the last 5 years)** | | | | | |
| **Dates:** | | **Organising Body:** | **Subject:** | **Grade:** | **Duration:** |
| **From** | **To** |
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| **Additional Information – Maximum of 500 Words (if required)** |
| Please detail any further information you feel is relevant to your application that has not already been covered on this application:   * B**reak in service** * **Dates not available for interview** * **Information on living or working abroad** * **Relationships within anyone who already works for Bradgate Education Partnership** * **Conflicts of interest** |

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| **Summary of Experience, Skills, Knowledge & Competencies** |
| **Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes (maximum of 1 pages):** |

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| **Disability/Health Conditions** | | |
| The Equality Act 2010 defines disability as ‘*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.*’  **Do you consider yourself to be disabled? *Please circle*** | | **Yes/No** |
| **Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable an interview, or which you wish us to take into account when considering your application?** |  | |

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| **Criminal Convictions & Cautions** |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 available at [www.gov.uk](http://www.gov.uk).  **YES / NO**  **If Yes, please provide the details in a sealed envelope and attach to your form including date, court and nature of offence.** |
| In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a ‘*regulated activity*’ we will require the successful candidate to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity. |

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| **Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked ‘Private and Confidential’ with this application. I also understand that if I am called to interview, I will be required to discuss my caution/conviction so that the Trust can make an assessment as to whether a risk assessment can be put in place to enable employment or not:** | |
| **Signature:** | **Date:** |

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| **Formal Employment Processes** |
| Have you ever been subject to any disciplinary or capability processes during your previous employment that the Trust must be aware of prior to an offer of employment being made?  **Yes/No**  If Yes – please provide details in a sealed envelope and attached to your form including the date and the nature of the issue. |

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| **General Data Protection Regulation** |
| **What will we do with the information you give us?**  We’ll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.  We will not share any of the information you provide with any third parties for marketing purposes.  We’ll use the contact details you give us to contact you to progress your application. We’ll use the other information you provide to assess your suitability for the role.  **What information do we ask for, and why?**  We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it may affect your application if you don’t.  **Application Stage**  We ask you for your personal details including name and contact details. We’ll also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our recruitment team will have access to all this information.  You will also be asked to provide equal opportunities information. This is not mandatory – if you don’t provide it, it won’t affect your application. Any information you provide will be used to produce and monitor equal opportunities statistics.  **Shortlisting**  Our hiring managers shortlist applications for interview using the information you have provided to determine whether you have met the requirements for the role. We will also contact referees to gain references to comment on suitability for employment.  **Assessments**  We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us. If you are unsuccessful after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes, we would proactively contact you should any further suitable vacancies arise.  **How long is the information kept for?**  Recruitment paperwork for unsuccessful candidates will be kept for 6 months from the date of the interviews, after that it will be deleted/destroyed. |

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| **Applicant Declaration** | |
| **Safeguarding Children**  **Bradgate Education Partnership are committed to safeguarding children and promoting the welfare of children and young people. All workers are therefore expected to behave in such a way that supports this commitment. Appointment to any post within the organisation will be subject to satisfactory pre-employment checks in line with Keeping Children Safe in Education.** | |
| **Accuracy/Probity**  **I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to the Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.** | |
| **Criminal Convictions/Formal Processes/Relationships**  **I understand that if I don’t declare any relationships with workers at the Trust, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, or do not inform you that I have been subject to previous formal employment processes, the offer of employment may be withdrawn or I could be dismissed without notice.** | |
| **General Data Protection Regulation**  **I understand and accept the above in relation to GDPR and the processing of my personal data.** | |
| **I can produce the original documents of my qualifications, prior to any appointment.** | |
| Signature: | Date: |

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| **Equal Opportunities Monitoring Section (to be removed prior to shortlisting)** | | | | | | | |
| This Trust is committed to not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the applicants and workforce in encouraging equality and diversity. The Trust needs your help and co-operation to enable it to do this, filling in this form is voluntary. The information you provide will stay confidential, and be stored securely. | | | | | | | |
| 1) How would you describe your ethnicity? | | | | | | | |
|  | a) White | | b) Mixed | | c) Asian & British Asian | | |
|  | □ British | | □ White & Black Caribbean | | □ Indian | | |
|  | □ Irish | | □ White & Black African | | □ Pakistani | | |
|  |  | | □ White & Asian | | □ Bangladeshi | | |
|  |  | |  | |  | | |
|  | □ Any other White background\* | | □ Any other mixed background\* | | □ Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
|  |  |  |  |  |  |  |  |
|  | d) Black or Black British | | e) Chinese of Other Ethnic Group | | f) Gypsy / Traveller | | |
|  | □ Caribbean | | □ Chinese | | □ Irish Traveller | | |
|  | □ African | |  | | □ Romany Gypsy | | |
|  | □ Any other Black background\* | | □ Any other Ethnic Group\* | | □ Any other Asian background\* | | |
|  | \* please state below: | | \* please state below: | | \* please state below: | | |
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|  | □ Prefer not to state | |  | |  | | |
| 2) My sex is: | | |  | |  | | |
|  | □ Male | | □ Female | | □ Prefer not to state | | |
| 3) My date of birth is: | | |  | | □ Prefer not to state | | |
| 4) The Equality Act 2010 defines disability as “**‘**A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.” | | | | | | | |
| I consider myself to be: | | | | | | | |
|  | □ Disabled | | □ Non-Disabled | | □ Prefer not to state | | |
| 5) My religion is: | | | | | | | |
|  | □ Buddhist | | □ Christian (all denominations) | | □ Hindu | | |
|  | □ Jewish | | □ Muslim | | □ Sikh | | |
|  | □ None | | □ Prefer not to state | | □ Other \* please state: | | |
| 6) My sexual orientation is: | | | | | | | |
|  | □ Bi-sexual | | □ Gay | | □ Lesbian | | |
|  | □ Heterosexual | | □ Transgender | | □ Prefer not to state | | |
|  | □ Other \* | | \* please state: | |  | | |
| 7) My nationality is: | | |  | |  | | |
| Internal Use Only | | |  | |  | | |
|  | □ Short listed | | □ Interviewed | | □ Appointed | | |