

**Application Form**

Please note that CV’s will not be considered.

Please complete all sections of the application form in full. If completing by hand, please use black ink.

You should detail all previous employment history, including any periods of non-employment or voluntary work.

If you require this application form in a different format, please contact Human Resources at [HR@pendleeducationtrust.co.uk](mailto:HR@pendleeducationtrust.co.uk)

SECTION A

**Please note, section A of the application form is detached and will not be seen by the shortlisting panel.**

|  |  |
| --- | --- |
| Position applied for: |  |
| Application number (for office use) |  |

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| --- | --- | --- | --- |
| PERSONAL DETAILS | | | |
| Surname: |  | Title: |  |
| First Name(s): |  | | |
| Former/Previous Surname(s): |  | | |
| Address: |  | | |
| Postcode: |  | | |
| Mobile Telephone No.: |  | | |
| Email Address: |  | | |
| National Insurance No.: |  | | |
| Do you have a QTS or QTLS qualification?  (Teaching Applications Only) |  | | |

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| REFERENCES |

Please provide details of two referees (not relatives), one of whom should be your present/most recent employer**.**

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| --- | --- | --- |
|  | **REFERENCE 1** | **REFERENCE 2** |
| Name: |  |  |
| Position: |  |  |
| Company Name: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Email: |  |  |
| Contact Number: |  |  |
| It is our policy to contact referees prior to a selection process. Please confirm if you are happy for us to do this. |  |  |

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| THE REHABILITATION OF OFFENDERS ACT |

Due to the nature of the work for which you are applying you are required to declare any pending criminal prosecutions or spent criminal convictions, cautions, reprimands and final warnings as outlined in the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). The only exception to this is if any of these are ‘protected’ cautions. This means that you do not need to disclose these 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 or Justice website. We guarantee that this information is only made available to those who need to see it as part of the recruitment process.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Post Applying for:** |  |

|  |  |
| --- | --- |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | YES/ NO |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | YES/ NO |
| Do you have any pending criminal charges? | YES/ NO |
| Are you disqualified from working with children subject to regulated body sanction? | YES/ NO |
| Have you ever been refused employment based on a DBS check? | YES/ NO |

If ‘YES’ to any of the above, please give details below:

|  |  |  |
| --- | --- | --- |
| **Date** | **Offence** | **Sentence** |
|  |  |  |

**Please note, this section of the application form is detached and will not be seen by the shortlisting panel.**

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| EQUAL OPPORTUNITIES IN EMPLOYMENT |

Pendle Education Trust is committed to eliminating discrimination and actively pursuing equality of opportunity for our staff and students. We seek to promote and maintain an inclusive and supportive environment in which diversity of backgrounds and experience is valued; where the dignity of staff and students is respected and where all members of our Trust family are assisted to achieve their full potential. It aims to ensure that all staff and students, whether existing or potential, receive fair and equal treatment when applying to, or working as, members of the Trust.

**On receipt of your application, this section of the application form will be removed. All responses will be treated in the strictest confidence, and solely used for statistical purposes.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position Applied for: |  |

**Gender**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you describe yourself as: | Male |  | Female |  | Gender Fluid |  | Prefer Not to Say |  |

**Age**

|  |  |
| --- | --- |
| What is your date of birth? |  |

**Marital Status**

|  |  |  |  |
| --- | --- | --- | --- |
| Civil Partnership |  | Single |  |
| Divorced |  | Widowed |  |
| Married |  | Separated |  | Prefer not to say |  |

**Ethnic Background**

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian or Asian British** |  | **Mixed or Multiple Ethnic Groups** |  |
| Bangladeshi |  | White and Black Caribbean |  |
| Indian |  | White and Black African |  |
| Pakistani |  | White and Asian |  |
| Chinese |  | Any other Mixed or Multiple ethnic background |  |
| Any other Asian or Asian British background |  | **Other Ethnic Groups** |  |
| **Black, African, Caribbean or Black British** |  | Arab |  |
| African |  | Any other Ethnic background |  |
| Caribbean |  | **Prefer Not to Say** |  |
| Any other Black, African or Caribbean background |  |  |  |
| **White** |  |  | |
| English, Welsh, Scottish, Northern Irish or British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background |  |

**Religion or Belief**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhist |  | Jewish |  |  | |
| Hindu |  | Sikh |  |
| Muslim |  | No religion/belief |  |
| Christian |  | Other (please state) |  | Prefer not to say |  |

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| **Do you have any special requirements in terms of religious belief?** |
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**Sexual Orientation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gay or Lesbian |  | Bisexual |  |  |
| Heterosexual |  | Prefer Not to Say |  |  |

**Disability**

|  |  |
| --- | --- |
| Do you consider yourself to have a disability or have a long-term health condition? | YES/ NO/ Prefer Not to Say |
| If yes, please provide details. |  |

|  |  |
| --- | --- |
| Where did you see the advert? |  |

**Please note, this section of the application form is detached and will not be seen by the shortlisting panel.**

SECTION B

**Please note, section B of the application form will be used by the shortlisting panel.**

|  |  |
| --- | --- |
| Position applied for: |  |
| Application number (for office use) |  |

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| EDUCATION AND TRAINING |

**Secondary Education:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualification** | **Grade** | **Date** |
|  |  |  |  |  |  |

**Further or Higher Education** (please state full or part-time):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **College/University** | **From** | **To** | **Qualification** | **Grade** | **Date** |
|  |  |  |  |  |  |

**Do you hold a teaching qualification?**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institution** | **Date** |
|  |  |  |

**Membership of Professional Bodies/Institutions:**

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**Continuing Professional Development Undertaken:**

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| OTHER INFORMATION |

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| Do you require a work permit to work within the UK? | YES/NO |
| If yes, do you hold a current work permit? | YES/NO |
| Do you have any family or other close relationship to any existing employee of the Trust or a member of the Trust Board? | YES/NO |
| If yes, please provide details: |  |
| Do you have a current UK driving licence? | YES/NO |
| Do you have access to a car? | YES/NO |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PRESENT/RECENT EMPLOYER | | | | | |
| Company Name: |  | | | | |
| Company Address: |  | | | | |
| Start Date: |  | Date Left (if applicable): | | |  |
| Reason for leaving (if applicable)? |  | | | | |
| Role: |  | | | | |
| Responsibilities/Duties: |  | | | | |
| Present Salary: |  | | Notice Period: |  | |

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| PREVIOUS EMPLOYMENT |

Please provide a full career history including any voluntary work and starting with the most recent. Please explain any gaps in employment history.

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer**  **(Most recent first)** | **Position Held** | **Reason for Leaving** |
|  |  |  |  |  |

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| STUDENT EXAM RESULTS (Secondary Teaching Applications Only) |

**Please provide external exam results for the past 3 years if applicable**

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| --- | --- | --- | --- | --- |
| **Date** | **Qualification**  **Board** | **Pass Rate** | **Progress 8** | **No. of students** |
|  |  |  |  |  |

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| INFORMATION IN SUPPORT OF YOUR APPLICATION |

Please refer to the Job Description and Person Specification and describe how you meet the criteria, by giving examples.

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We guarantee to offer an interview to all candidates with a declared disability (as defined by the Equality Act 2010) who meet the essential criteria detailed in the Job Description/Person Specification.

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| --- |
| Yes/ No |

Please indicate whether or not this applies to you:

I certify that the details on this application form and any supplementary information I have given is correct.

I understand that if I give false information or withhold relevant information it is an offence and could result in my application being rejected, or summary dismissal and could be referred to the police. I realise that the Trust reserves the right to seek to verify any of the above information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Dated:** |  |

Any sensitive personal information will never be supplied to anyone outside the Trust without first obtaining your consent, unless required or permitted by law. We comply with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), including removing your personal information from our systems when it is no longer required and ensuring that all personal information supplied is held securely.

**End of Application Form**