

The information given on this form will be treated in confidence and used for the purposes of recruitment administration. Any offer of employment will be subject to satisfactory medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK. The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please complete all relevant sections of the application and note that we are unable to accept CVs or other supporting information unless specifically requested.

Post	Grade	Location	Closing Date (DD/MM/YYYY)

## Personal Information

Surname		Date of birth* (DD/MM/YYYY)	
Forename(s)		Previous name(s)	
National Insurance Number		Teacher Number (if applicable)	
Address including postcode		Telephone number(s)	
Email address			

Are you related to any employee/trustee/governor of the Prospere Learning Trust of member schools?

Yes / No / Don't know (delete as appropriate)

If yes, please provide their name:

Where did you see this post advertised?

Are there any arrangements or adjustments which we can make for you if you are called for an interview? Please specify (e.g. ground floor venue)

\*The Prospere Learning Trust does not discriminate on grounds of age. Date of Birth and dates are requested in line with the recommendations of Safeguarding Children, Safer Recruitment in Education Settings, DfES-1568/ 2005

## Education

Name of secondary school/college:	Attended from (MM/YYYY) To (MM/YYYY)
List qualifications gained with grades:	

Name of university/other higher education institution:	Attended from (MM/YYYY) To (MM/YYYY)
List qualifications gained, grades and awarding body:	
Name of other educational institution:	Attended from (MM/YYYY) To (MM/YYYY)
Qualifications awarded or to be awarded. Give a brief outline of courses taken, chief fields of study and specialist area of teacher training where appropriate.	

### QTS (teaching vacancies only)

QTS certificate number:	Date of qualification:	
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	
<b>QTS Skills Test</b>	<b>Registration Number</b>	<b>Date of successful completion</b>
Literacy		
Numeracy		
ICT		

### Employment

Starting with your current employment, please give details of your full employment history since you left full-time education. This can be paid or voluntary work. Continue on an additional sheet if necessary.

From (MM/YYYY) To (MM/YYYY)	Name of employer:	
Post held:	Salary/Grade:	Hours per week:
Responsibilities:		
Reason for leaving:		
From (MM/YYYY) To (MM/YYYY)	Name of employer:	
Post held:	Salary/Grade:	Hours per week:
Responsibilities:		

Reason for leaving:		
From (MM/YYYY) To (MM/YYYY)	Name of employer:	
Post held:	Salary/Grade:	Hours per week:
Responsibilities:		
Reason for leaving:		
From (MM/YYYY) To (MM/YYYY)	Name of employer:	
Post held:	Salary/Grade:	Hours per week:
Responsibilities:		
Reason for leaving:		

If there are any gaps in your education or employment, please explain them here, specifying the dates/period covered. Unexplained gaps in your employment or education history may lead to your application being rejected.

### Professional Development

Please give details of significant aspects of your Continuing Professional Development over the last three years. Explain how it has:

- made a difference to your current role and
- prepared you for the next stage of your career

IT Skills. Training will be provided where required. Information given here will help us to plan training schemes								
Microsoft office	Basic	Competent	High		Microsoft Office	Basic	Competent	High
Word					PowerPoint			
Excel					Databases			
Email					Other			
Project								

**References**

Please supply the names and contact details of at least two referees who you know in a professional capacity and can comment on your suitability for this position. One should be your current or most recent employer.

Referees will be asked to provide information in relation to any safeguarding concerns. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or persons who only know you as a friend).

Please note that unless indicated otherwise we will contact these referees if you are short listed for this post and seek a reference before interview.

Name	Position
Name of organisation	Relationship to you
Address	Telephone number
	Email address
	Can we seek this reference prior to interview? Yes/No
Name	Position
Name of organisation	Relationship to you
Address	Telephone number
	Email address
	Can we seek this reference prior to interview? Yes/No

For persons who are not British or EU Nationals
If you have any conditions relating to your employment, please give details

**Personal Statement**

Using the job description and person specification, please demonstrate your suitability for the position, providing examples of your experience, knowledge and skills. Please also include your reasons for applying and interest in the position. To help structure your answer we would advise that you take each point on the person specification as a new section header.

Please continue on an additional sheet if necessary.

**Disclosure and Barring/Rehabilitation of Offenders Act**

The Prospere Learning 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 are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions and a referral to the Police may be made. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.

The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed. Having a criminal record will not automatically bar you from employment with us.

**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)?** Yes/No

If you have answered yes to the question above, please provide the following details:

Date of each conviction / pending hearing / reprimand / warning	The offence	The sentence	The Police Force / Court involved

**Do you have a DBS certificate?** Yes/No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information, if you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?** Yes/No

If you have answered Yes, please provide details below:

**Data Protection**

I consent to the information contained in this form, and any information received by or on behalf of Prospere Learning Trust relating to my application, being processed by them in administering the recruitment process and fulfilling their safeguarding obligation towards students. Further information on data protection can be found in our Privacy Notice available on the Trust website. I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

**Signed:**

**Date:**

(Typing your name on the signature line will be regarded as signing this form)

**Print Name:**

Please return completed application to jobs@prospere.org.uk

**Equality Monitoring**

Prospere Learning Trust collects and monitors data on equality and diversity in order to build an accurate picture of the make-up of the workforce. This form will be removed from your application by the recruitment administrator before the recruitment panel reviews your application.

Please underline or highlight your chosen response.

Alternatively, delete the other options so that only your chosen response remains visible under each heading.

<p><b>Gender</b></p> <p>What is your gender?</p> <p>Female   Male   Prefer not to say</p> <p><b>Age</b></p> <p>What is your age?</p> <p>Under 16                      16 – 25 years          26 – 39 years:                40 – 64 years          65 – 74 years                75+ years          Prefer not to say</p> <p><b>Disability</b></p> <p>Do you consider yourself to be a disabled person?</p> <p>Yes   No   Prefer not to say</p> <p><b>Sexual Orientation</b></p> <p>How would you describe your sexual orientation?</p> <p>Bisexual          Gay          Lesbian          Heterosexual / straight          Other          Prefer not to say</p>	<p><b>Ethnicity</b></p> <p>How would you describe your ethnic origin?</p> <p>White, British          White, Irish          White, other background</p> <p>Asian or Asian British, Bangladeshi</p> <p>Asian or Asian British, Indian</p> <p>Asian or Asian British, Kashmiri</p> <p>Asian or Asian British, Pakistani</p> <p>Asian or Asian British, Chinese          Asian or Asian British, other background</p> <p>Black or Black British, African          Black or Black British, Caribbean          Black or Black British, Other</p> <p>Mixed, White and Asian          Mixed, White and black Caribbean          Mixed, White and black African          Mixed, Other</p> <p>Middle Eastern</p> <p>Traveller of Irish heritage          Gypsy/Roma</p> <p>Other, please specify:</p> <p>Prefer not to say</p>	
<b>Name:</b>	<b>Date:</b>	<b>Signature:</b>

