**Endeavour Learning Trust – Application Form**

|  |
| --- |
| **APPLICATION INSTRUCTIONS** |
| Your application form plays an important part in your selection. Your completed application form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the person specification. The following advice should help you to complete the application form as effectively as possible.  Please note that we can only consider applications from British, E.U. Citizens and those holding valid UK visas. |
| **THE EQUALITY ACT** |
| The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It is unlawful for companies and organisations to discriminate against applicants based on certain characteristics.  Endeavour Learning Trust as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of their sex, marital status, race, colour, nationality, national origins, ethnic origins, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other personal characteristic. |

|  |  |
| --- | --- |
| **VACANCY DETAILS** | |
| Application for the post of |  |
| School/Location |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| Title |  | | |
| First name |  | | |
| Surname |  | Previous surnames: |  |
| Address |  | | |
| Postcode |  | | |
| Mobile phone |  | | |
| Home phone |  | | |
| Email address |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT DETAILS** | | | | | | | | |
| Name of Present Employer (Company) | |  | | | | | | |
| Address of Employer | |  | | | | | | |
| Present Post | |  | | | Date Appointed | |  | |
| Notice Period | |  | | | Salary | |  | |
| **Previous Employment** (please include all paid and voluntary employment and give exact dates and indicate the reasons for any gaps in employment record) | | | | | | | | |
| **Employer** | **Post title** | | **From**  **(DD/MM/YYYY)** | **To** | | **Reason for Leaving** | | **Local Gov?** |
|  |  | |  |  | |  | |  |
|  |  | |  |  | |  | |  |
|  |  | |  |  | |  | |  |
|  |  | |  |  | |  | |  |
|  |  | |  |  | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION (Details of Secondary Schools or Colleges attended)** | | | |
| **Schools/Colleges** | **From** | **To** | **Qualifications Obtained (Awarding body & Grade)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FURTHER & PROFESSIONAL EDUCATION** | | | |
| **Schools/Colleges** | **From** | **To** | **Qualifications Obtained (Awarding body & Grade)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Current course of study (if any) and anticipated date of completion** |
|  |
| **Membership of professional bodies** |
|  |
| **Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on the job training etc.)** |
|  |

|  |
| --- |
| **Supporting Summary – Experience or Achievements** |
| Give an account of relevant experience, current duties or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those relevant to the list of essential experiences, skills etc for the post set out in the Person Specification.  *Please use an additional or separate sheet if necessary.* |
| PLEASE DO NOT WRITE BELOW THIS LINE – USE A SEPARATE OR ADDITIONAL SHEET |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFEREES** | | | |
| Please provide the names and contact details of two referees who are able to comment on your suitability for this post.  One must be your present or last employer. If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.  Endeavour Learning Trust reserves the right to seek any further references deemed appropriate.  References will not be accepted from relatives or from people writing solely in the capacity of friends. | | | |
| **CURRENT OR MOST RECENT EMPLOYER** | | **SECOND REFERENCE** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Relationship |  | Relationship |  |
| Mobile phone |  | Mobile phone |  |
| Email Address |  | Email Address |  |
| Please tick the box if you **DO NOT** wish your current employer be contacted prior to shortlisting | | | |
| Please tick the box if you **DO NOT** wish your second reference be contacted prior to shortlisting | | | |

|  |
| --- |
| **DISCLOSURE OF CRIMINAL BACKGROUND** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides 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 should be disclosed can be found on the Ministry of Justice website.  Only applicants who have been successful at interview will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

|  |
| --- |
| **ONLINE SEARCHES** |
| In accordance with Keeping Children Safe in Education, Endeavour Learning Trust is required to conduct an online search as part of our due diligence on candidates. This may identify any incidents or issues that are publicly available online, which we may choose to explore with you.  Applicants who are successful at interview will be asked to provide consent for an online search to be completed. |

|  |  |
| --- | --- |
| **DISABILITY AND ACCESSIBILITY** | |
| Endeavour Learning Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. | |
| If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |  |

|  |  |  |
| --- | --- | --- |
| **RELATIONSHIP TO ENDEAVOUR LEARNING TRUST** | | |
| Please list any personal relationships that exist between you and any of the following members of the Endeavour Learning Trust community:  • Trustees/Members  • Local Academy Board Member  • Staff  • Pupils | | |
| **Name** | **Relationship** | **Role at Endeavour Learning Trust** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:  • You have given us your consent  • We must process it to comply with our legal obligations  You’ll find more information on how we use your personal data in our privacy notice for job applicants. By completing and signing this form you are agreeing to allow Endeavour Learning Trust to process the data provided in line with the privacy notice. |

|  |
| --- |
| **DECLARATION** |
| I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge.  I understand that any false information, any relevant omission, or misleading statements may disqualify me from employment or result in my dismissal.  **Name (please print):**  **Signature:**  **Date:** |

|  |
| --- |
| **FINAL CHECKLIST** |
| Please ensure that you have:  Completed all relevant parts of the Application form  Read and understood the Data Protection Notice  Signed and dated the form  Send completed Application Form electronically to vacancies@endeavourlearning.org |

Please save your completed Application Form as ‘Your Name \_ Position Applied For’

(e.g. J Smith \_ Office Manager)

Please note that, if you have not been contacted within 28 days of the closing date you should assume that your application has not been successful.