**Endeavour Learning Trust – Application Form**

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| **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 also complete the Equal Opportunities Monitoring Form. This will not accompany the application form for the purpose of shortlisting however it supports the Trust to determine whether our Recruitment Policy is working with regard to Equal Opportunities within employment.  Please note that we can only consider applications from British, E.U. Citizens and those holding valid UK visas. |

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| **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. |

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

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

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| **EMPLOYMENT DETAILS** | | | | | | | | |
| Name of Present Employer | |  | | | | | | |
| 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?** |
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| **EDUCATION (Details of Secondary Schools or Colleges attended)** | | | |
| **Schools/Colleges** | **From** | **To** | **Qualifications Obtained (Awarding body & Grade)** |
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| **FURTHER & PROFESSIONAL EDUCATION** | | | |
| **Schools/Colleges** | **From** | **To** | **Qualifications Obtained (Awarding body & Grade)** |
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| **Current course of study (if any) and anticipated date of completion** |
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| **Membership of professional bodies** |
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| **Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on the job training etc.)** |
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| **Supporting Summary – Experience or Achievements** |
| Give a concise 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. Also include any appropriate voluntary and other interests.  Please use an additional sheet if necessary. |
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| **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. | | | |
| 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 | | | |

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| **DISCLOSURE OF CRIMINAL BACKGROUND** | | | |
| Have you ever been convicted of a criminal offence or been given an official caution?  Yes  No  If yes, please specify date of conviction, caution, conditional discharge or bind over, court, nature of offence and sentence imposed | | | |
| Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable or young people, from the protection of the Act.  You should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a ‘regulated post for employment’ (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosure requirements. | | | |
| I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any mater which may bring into question my suitability for the post applied for. | | | |
| Signed |  | Dated |  |

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| **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. |

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| **Do you consider yourself to have a disability or to be a deaf person?**  Yes  No |
| **Do you hold a current UK Driving License?**  Yes  No  Not required for post |

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| **Canvassing, directly or indirectly, will disqualify candidates. Please state whether you are related to, or have a close relationship with any existing employee or employer (including Governors)** | | | |
| By supplying this information, you consent to our using it for verification and for all employment purposes as defined in data protection legislation.  I certify to the best of my knowledge all the information that I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be dismissed without notice. | | | |
| Signed |  | Dated |  |

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| **UK GENERAL DATA PROTECTION REGULATION (GDPR) Fair Processing Statement**  **EQUAL OPPORTUNITIES MONITORING FORM** |
| Information from this form will be processed in accordance with GDPR. In signing this form, you agree to this data being held and processed, and if appointed to the job you also agree to further personal information, including sensitive data (bank details, medicals etc) being held and processed by Endeavour Learning Trust.  I hereby give my consent for the information provided on this form to be held on a computer or relevant filing systems and to be shared with other accredited organisations or agencies in accordance with UK GDPR.  Yes  No |
| Endeavour Learning Trust contact for Data Protection matters is:  Matthew Keeffe via enquiries@endeavourlearning.org |

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| **FINAL CHECKLIST** |
| Please ensure that you have:  Completed all relevant parts of the Application form  Completed the Equal Opportunities Monitoring form  Read, understood and consented to the GDPR – Fair Processing Statement  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.