

# Job Application Form

Thank you for the interest you have shown in working for us. This application form includes three sections. Please ensure you read the form carefully, completing and returning all sections and any requested additional information. Your completed application and supplementary information should be submitted to the email address on the advert, by the time/date specified as the closing date on the job advertisement.

## **GUIDANCE/INFORMATION TO APPLICANTS:**

If you have any questions about the completion of this form, or if you require this form in an alternative format, please contact the Trust for assistance via [applications@hltrust.co.uk](mailto:applications@hltrust.co.uk)

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Decision to shortlist:** Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form; we do not take into account any previous applications or prior knowledge of you. Before you start to complete the application please read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills and abilities needed. You should address how you meet these in your letter of application.

**Disabled candidates:** Your application form will be judged solely on its merits. Where possible, adjustments will be made to ensure a person with a disability or impairment is able to carry out the role.

**Recruitment monitoring form:** We positively welcome applications regardless of age, gender, cultural and ethnic origin, religion, disability, gender and sexuality. To help monitor the effectiveness of our recruitment practices, to assess whether we are meeting the Public Sector Equality Duty and whether we are complying with relevant legislation, we ask that you please complete the enclosed equality form and return it with your application. It is used for statistical purposes only. Section three is not a mandatory section of the application form.

**Application feedback:** If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted to attend an interview. If you would like to request feedback please contact the email address specified within the advert. If you have any queries / complaints about our recruitment procedures, please contact us via [applications@hltrust.co.uk](mailto:applications@hltrust.co.uk).

## **DATA PROTECTION NOTICE**

Throughout this form we ask for some personal data about you. We will 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 can find more information on how we use your personal data in our Recruitment Privacy Notice.

This can be found at <https://www.hltrust.co.uk/hollingworth-learning-trust-vacancies>

## SECTION ONE – VACANCY INFORMATION & DECLARATIONS

### VACANCY INFORMATION (TO BE COMPLETED BY THE APPLICANT)

**Application for the post of:**

**Location of the post (insert school name or Trust Head Office):**

**What date are you available to begin a new post?**

**Where did you first hear about this job?**

### DISCLOSURE AND BARRING AND RECRUITMENT PRE-EMPLOYMENT CHECKS

The trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS Certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. Any data processed as part of the DBS check will be processed in accordance with Data Protection Regulations and the Trust's Privacy Notice.

**Do you have a DBS Certificate?:**  Yes  No If 'yes', date of check:

If you have lived or worked outside of the UK in the last five years, the Trust may require additional information in order to comply with 'safer recruitment' requirements. 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 for more than 3 months in the last 5 years?:**

Yes  No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or for the role you've applied for. Any convictions listed on a DBS check will be considered on a case-by-case basis, you can read more about our guidance on the employment of ex-offenders in the Recruitment Policy on our website. The Safeguarding Policy can also be found on the schools website.

We will also complete a number of other pre-employment checks including (but not limited to); satisfactory references; a satisfactory health check from occupational health; qualifications checks; Section 128 checks (for relevant positions); employment history check and identification checks.

## RIGHT TO WORK IN THE UK

The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## DISMISSALS (EXCLUDING REDUNDANCY AND RETIREMENT)

**Failure to provide true and accurate information may lead to disqualification or to dismissal.**

Have you ever been dismissed from any employment?	YES		NO	
If <b>YES</b> , on what grounds and date:				
Have you ever been the subject of any <b>child protection concern</b> either in your work or personal life, or disciplinary action, including any which is time expired?	YES		NO	
If <b>YES</b> , please provide details, including dates.				

## DECLARATION, SIGN AND DATE

Providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.

**I declare that the information I have included in this application form is true and accurate to the best of my knowledge.**

**Name (please print initial of first name + surname):**

**Sign:**

**Date:**

## SECTION TWO – YOUR DETAILS

### Instructions:

Please complete all sections of this form using black ink or type.

The section of this application form that includes your equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full and have a letter of application attached. We do not accept CV's.

### Personal details:

PERSONAL DETAILS	
Preferred Title	
Initial of first name	
Surname	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY
<p>The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>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:</p>

## RELATIONSHIP TO THE TRUST

Please list any personal relationships that exist between you and any of the following members of the trust community:

- Governors / Trustees / Members
- Staff
- Pupils

If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at trust

## Employment History:

### CURRENT EMPLOYMENT DETAILS

Please provide details of your current / most recent employment here. For teaching staff roles, please ensure you complete all sections of the table below.

<b>Current / Most Recent Job Title:</b>	
<b>Employer Details:</b> (School/LA/Company name and address)	
<b>Start Date:</b>	
<b>Leaving Date OR if still employed please specify notice period:</b>	
<b>Reason for Leaving:</b>	

<b>Full or Part Time:</b> (if part time please provide details)	
<b>Salary Information:</b> (please include scale point, actual salary, plus details of any allowances e.g. TLR)	
<b>Contract Type:</b>	Permanent / Fixed Term / Secondment / Other (Please specify):
<b>Description of Responsibilities:</b>	
<b>For Teaching Roles Only</b>	
<b>Age Range of Classes:</b>	
<b>Pupils on Roll:</b>	

## PREVIOUS EMPLOYMENT

Please provide details of **all** previous employment. List the most recent employment first.

If you have any gaps in your employment history, please list those below too.

Job title	Name and address of employer	Dates employed	Salary (including Scale Point where applicable)	Description of responsibilities	Reason for leaving

## Education and Training:

### EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

Applicants are required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades)

### TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

**TO BE COMPLETED BY APPLICANTS WHO HAVE A TEACHER REFERENCE NUMBER ONLY**

**TEACHER STATUS**

<b>Teacher reference number</b>	
<b>Do you have QTS?</b>	
<b>QTS certificate number (where applicable)</b>	
<b>Date of qualification</b>	
<b>Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?</b>	
<b>Are you subject to any conditions or prohibitions by the Teaching Agency (or the GTC prior to its abolition)?</b>	

**ADDITIONAL INFORMATION**

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## Letter of Application:

**Please attach a letter of application**, explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. Please note, this should not exceed two sides of A4, font size 10 or more.

Please include your surname and the title of the post you are applying for as the file name for the attachment.

## References:

Please give the names of at least two people who are able to comment on your suitability for this post. One must be your current or last employer. If you have not previously been employed, please provide details of other suitable referees. Please ensure you provide your last two places of employment where applicable.

If you have worked in a school, we seek references from the Headteacher/HR (staff who have access to Personnel files), in line with our safer recruitment practices. Please provide these details below in addition to other references, where required.

The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee. References are sent for all shortlisted candidates as soon as interview notifications have been sent. Please advise your referee to expect a request for a reference should you be shortlisted.

**If you do not wish for us to contact your referees without your prior agreement, please tick this box:**

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

**If your referees know you by a different name, please state:**

**Thank you for your interest in working at Hollingworth Learning Trust. If you do not hear within two weeks of the closing date, please assume that you have not been shortlisted.**

## SECTION THREE – EQUALITIES MONITORING

We aim to promote equality for everyone and go beyond the requirement in the Public Sector Equality Duty. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we are requesting the information below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only. Section three is not a mandatory section of the application form.

EQUALITIES MONITORING INFORMATION								
<b>What is your date of birth?</b>	<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>
<b>What is your sex?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female							
<b>What gender are you?</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Prefer to self-describe:							
<b>Do you identify as the gender you were assigned at birth?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say							
How would you describe your ethnic origin?								
<b>White</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background  <b>Asian or British Asian</b> <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani	<b>Black or Black British</b> <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background  <b>Mixed</b> <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean	<b>Other Ethnic groups</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say						

<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other mixed background	
----------------------------------	---	--

**Which of the following best describes your sexual orientation?**

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer to self-describe
<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Homosexual	

**What is your religion or belief?**

<input type="checkbox"/> Agnostic	<input type="checkbox"/> Jain	<input type="checkbox"/> Other
<input type="checkbox"/> Atheist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Pagan
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Christian	<input type="checkbox"/> No religion	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Hindu		

**Pregnancy and maternity**

Are you pregnant?	Have you given birth within the last 12 months?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Prefer not to say

**Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?**

Yes

No

Prefer not to say

**If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.**

Physical impairment

- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other