**Application Form for**

Administrative

Professional

Technical

Clerical

Staff

School Support Staff

Site Supervisory Staff

Stewards

Cleaners

Catering Service

Mid-day Supervisor

Welfare Assistant

**Endeavour Learning Trust**



**APPLYING FOR A JOB WITH ENDEAVOUR LEARNING TRUST**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

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 specifications. The following advice should help you to complete the application form as effectively as possible.

**SOME POINTS TO BEAR IN MIND BEFORE YOU START**

* Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don’t copy the same application form for a series of jobs.
* Read the Employee Specification carefully. This outlines the type and range of skills and experience that we would like the candidate to possess or have the potential to develop.
* Try to complete the form in a concise, well organised and positive way.
* Please use the application form provided, continuing onto separate sheets if necessary. Please do not send standard details of your own i.e. in the form of curriculum vitae, unless specified in the advertisement.
* Please remember to complete the Monitoring Job Applicants Form as this is essential for us to determine whether our Equal Opportunities Policy is working with regard to employment.

Please note that we can only consider applications from E.U. Citizens and those holding valid UK visas.

**The Disability Discrimination Act 1995 defines a disabled person as;**

‘A person with a physical (including sensory) or mental impairment which has substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

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| Post applied for: | The full job title should be completed |
| Name and Address: | Make sure that your full name (including any previous names), addresses and telephone numbers are completed |
| Present Appointment and Previous Employment | Starting with your current or last employers, list all the employers that you have worked for, providing job titles and the period which you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check the dates are correct and in order. Please provide an explanation for any gaps in employment. |
| Education and Professional Qualifications | Give a list of all formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacany. Ensure that nothing important has been omitted. Please include the name of the awarding body and the date the qualification was obtained. |

**Private and Confidential**

**Endeavour Learning Trust as an equal opportunity employer intends that no job applicant or employee shall receive less favourable treatment because of his or her 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 condition.**

**PLEASE READ THE ACCOMPANYING ADVICE NOTE BEFORE COMPLETING THIS FORM**

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| **Application for the post of** |  |
| **Grade** |  |

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| **Title** |  | **Forename** |  | |
| **Surname** |  | **Previous name (s)** |  | |
| **Address** |  | | | |
| **Postcode** |  | | | |
| **E-mail Address** |  | | | |
| **Telephone No. (Home)** |  | **(Mobile)** | |  |
| **National Insurance No.** |  | | | |

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| **Name of Present Employer** | | | | **Forename** | | | | | | | |
| **Address of Employer** | | | |  | | | | | | | |
| **Present Post** | | | |  | | | | | | | |
| **Date Appointed** | |  | | | **Salary** | |  | **Notice Period** | |  | |
| **Previous Employment (please include all paid and voluntary employment and give exact dates and indicate the reasons for any gaps in employment record)** | | | | | | | | | | | |
| **Employer** | **From** | | **To** | | | **Reason for Leaving** | | | **Post Title**  **If local Gov give grade** | | **Yes / No**  **Local Gov** |
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**PLEASE DO NOT WRITE BELOW THIS LINE – FOR FURTHER INFORMATION PLEASE USE A SEPARATE SHEET**

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| **Education** (Details of Secondary Schools or Colleges attended) | | | |
| **Schools / Colleges** | **From** | **To** | **Qualifications Obtained**  (including Awarding Body & Grades) |
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| **Further & Professional Education** | | | |
| **Colleges / Universities** | **From** | **To** | **Qualifications Obtained**  (including Awarding Body & Grades) |
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***\*Certificates for qualifications shown as essential will be checked at interview***

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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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| **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 including membership of relevant societies.  Please use an additional sheet if necessary. |
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**PLEASE DO NOT WRITE BELOW THIS LINE – FOR FURTHER INFORMATION PLEASE USE A SEPARATE SHEET**

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| **Disclosure of Criminal Background**  (before completing please read enclosed advisory notes). |
| **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Do you hold a current full driving licence for a car Yes  No  Not required for post**  **(or other relevant vehicle?)**  For a definition please see our advice note applying for a job with Endeavour Learning Trust. |

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| **Do you consider yourself to have a disability or to be a deaf person? Yes  No**  For a definition please see our advice note applying for a job with Endeavour Learning Trust. |

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| **Canvassing, directly or indirectly, will disqualify candidates. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Referees** – Please give the names of two persons 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** |  |
| **Telephone No** |  | **Telephone No** |  |
| **Email Address** |  | **Email Address** |  |
| **Please indicate if you do not wish your current employer to be contacted prior to shortlisting** | | | |

**Please save your completed application form as your name \_ position applied for**

**(e.g. A Baker \_ Admin Officer)**

**Please submit your completed application form electronically to** [**vacancies@endeavourlearning.org**](mailto:vacancies@endeavourlearning.org)

Please note that, in the interests of economy, we will not acknowledge the receipt of your application. If you have not been contacted within 28 days of the closing date you should assume that your application has not been successful.

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| **UK General Data Protection Regulations (GDPR)– Fair Processing Statement**  **MONITORING: JOB APPLICATION FORMS ENDEAVOUR LEARNING TRUST** |
| UK General Data Protection Regulations (GDPR)  Information from this form will be processed in accordance with GDPR. In signing it 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 (e.g. bank details, medicals, etc) being held and processed by Endeavour Learning Trust in accordance with UK GDPR.  I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with UK GDPR.  Yes  No  Endeavour Learning Trust’s staff contact for Data Protection matters is:  Sam Finch  Endeavour Learning Trust  Yewlands Drive  Leyland  PR25 2TP |

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| **FINAL CHECKLIST** |
| Please ensure that you have:  Filled in all relevant parts of the form  Signed and dated the form  Correctly addressed the return envelope  Completed the monitoring form (this is essential if you wish your application to be considered)  Read, understood and consented to the GDPR – Fair Processing Statement  Correctly responded to the question on criminal convictions |