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| --- | --- | --- | --- | --- | --- |
| **POST APPLIED FOR:** Finance Officer  **NAME OF SCHOOL:** Trust Central Finance Team | | | | | |
|  | | | | | |
| **1. Personal details** | | | | | |
| **Title** | **Name:** |  | **Surname:** | |  |
| **Home address** | **Street address:** |  | | | |
| **Town/city:** |  | | | |
| **County:** |  | | | |
| **Post code:** |  | | | |
| **Country of residence** | UK/EU  Other  If other please state | | | | |
| **Do you have the right to work in the UK?** | YES  NO | | | | |
| **Do you require a work permit or VISA?** | YES  NO  If yes, please give details | | | | |
| **National Insurance Number** |  | | | | |
| **If your mailing address is different to above please insert here** | **Street address:** |  | | | |
| **Town/city:** |  | | | |
| **County:** |  | | | |
| **Post code:** |  | | | |
| **Telephone numbers (please only list numbers we should call to contact you)** | Work: | E-mail address | |  | |
| Home: |
| Mobile: |

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| **2. Employment History**  (Please start with most recent and explain any gaps) | | |
| **Job Title. Employer Name and Address** | **Dates** | **Reason for leaving** |
|  |  |  |

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| **2. Education history**  (Please list your education attainment, highest qualification first) | | | |
| Institution  (Please indicate both name & address) | From | To | Qualification attained / subject |
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| **3. Referees**  **(Please note references may be requested prior to your interview, unless stated otherwise)** | | | |
| Please provide the contact details of two referees (covering the last three years), one of whom should be your current employer. | | | |
| **Name** |  | **Name** |  |
| **Job title** |  | **Job title** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
| **Telephone number** |  | **Telephone number** |  |
| **Mobile number** |  | **Mobile number** |  |
| **Email** |  | **Email** |  |

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| **4. Confidential Information** |
| TLT requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, caution, reprimand or warning under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred. |
| In relation to the above, if you have any unspent convictions, cautions, reprimands or warnings, you are obliged to detail these below:  Do you have any unspent convictions, cautions, reprimands or warnings?  Yes No  If yes, give details. |
| I can confirm that I am not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency.  SIGNED (typed signatures are accepted):       DATE: |

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| **5. Equal Opportunities Monitoring**  **THIS INFORMATION WILL NOT BE USED FOR ASSESSMENT PURPOSES**  In accordance with equal opportunities policy TLT will provide equal opportunities to all candidates. In order to enable us to ensure our compliance with this policy, we would be grateful if you would complete the following tables for monitoring purposes: | | | | |
| Gender: | | Male  Female  Prefer not to say | | |
|  | |  | | |
| **Ethnic Origin: (please use appropriate box)** | | | | |
| White: | British | Irish | Other |  |
| Mixed: | White & Black Caribbean | White & Black African | White & Asian | Other |
| Asian/Asian British: | Indian | Pakistani | Bangladeshi | Other |
| Black/Black British: | Caribbean | African | Other |  |
| Chinese/Other: | Chinese | Other |  |  |
| Prefer not to say: |  |  |  |  |

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| --- | --- | --- | --- |
| **Religion: (please tick appropriate box)** | | | |
| Baha’i | Buddhism | Christian | Hinduism |
| Islam | Jain | Judaism | None |
| Other | Sikhism | Prefer not to say |  |

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| --- | --- |
| **Age band: (please use appropriate box)** | |
| Under 18: |  |
| 18 – 25: |  |
| 26 - 35: |  |
| 36 - 45: |  |
| 46 - 55: |  |
| 56 – 65: |  |
| Over 65: |  |
| Prefer not to say: |  |

|  |  |
| --- | --- |
| **Disabilities** | |
| Do you consider that you have a disability under the terms of the Equality Act 2010? | Yes  No  Prefer not to say |
| Are you registered disabled? | Yes  No  Prefer not to say |
| If Yes, please describe: | |
| If you have any disabilities, please let us know if we need to make special arrangements for you if you are invited for interview. | |

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| **6. Where did you hear about Tudhoe Learning Trust?** | | |
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| **7. Declaration** | | |
| In submitting this form to TLT:  I declare that the details given by me on this application form are correct to the best of my knowledge and belief.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form will be processed by a computer and used for registration and equal opportunities monitoring purposes under the Data Protection Acts 1984, 1998 & 2018. | | |
| Please tick the box and sign below or type your name to agree to confirm that you have read, understood and agree with the above declaration: | Yes: | Date: |
| Signature: | | |

**When you have completed all 7 sections please submit the form via email to:** [**office@tudhoelearningtrust.co.uk**](mailto:office@tudhoelearningtrust.co.uk) **along with a supporting letter of application.**

Please note that you will be requested to personally sign the declaration above, should you be called for interview.  In the interim we will accept your name typed above.

If you have any queries regarding your application or this form please contact Mrs Kimberley Ivory, Trust HR Manager at [office@tudhoelearningtrust.co.uk](mailto:office@tudhoelearningtrust.co.uk) or telephone 01388 811 765.

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| **Supplementary Information / Supporting Letter:**  *Please use this space to provide any further information you think is relevant to your suitability for the role* |
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