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

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. 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.

**Rehabilitation of Offenders**

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

**Canvassing**

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

**How to apply**

Please forward your completed application form to the following email address: [recruitment@aretelearningtrust.org](file:///\\srv05\staff\user31\home\Downloads\recruitment@aretelearningtrust.org)

stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **9am Monday 23rd August 21**

**APPLICATION FOR POST OF:**

**Administrative and Reprographics Officer at Richmond School**

**Please write in black ink or type. Do not include a CV.**

This application form has been designed to exclude information that might lead to discrimination.

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| **SECTION 1 - PERSONAL DETAILS** | | | |
| Title: |  | First forename: |  |
| Other forename: |  | Surname: |  |
| Former Surname: |  | Other names: |  |
| Address line: |  | | |
| Town: |  | County: |  |
| Postcode: |  | Country: |  |
| Home Phone No: |  | Resident at this address since (Date): |  |
| Mobile Number: |  | Work Number: |  |
| Email Address: | | | |

Please note correspondence regarding your application may be sent to your e-mail and/or postal address.  If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

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| **SECTION 2 - PERSONAL DETAILS CONTINUED** | | |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes  No  | |
| If Yes, please provide details: | | |
| If you are successful in your application would you require a work permit prior to taking up employment? | Yes  No  | |
| If Yes, please specify dates: | Date (MM/YY) From:  Date (MM/YY) To: |  |
| Have you ever lived and/or worked outside of the UK? | Yes  No  | |
| If Yes, please provide details: | | |
| Do you hold a Certificate of Good Conduct for your time spent abroad? | Yes  No  | |
| If yes, please provide the date of issue. | Date: | |

Insert your National Insurance Number:

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| **SECTION 3 – SOURCE OF APPLICATION** |

Where did you see the vacancy advertised? ………………………………………………………………………………………………………

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| **SECTION 4 – SECONDARY EDUCATION** | | | |
| **Subject** | **Qualification (n.b. include level 2 and level 3 qualifications)** | **Grade** | **Month/Year obtained (Mandatory)** |
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| **SECTION 5 – FURTHER EDUCATION** |

Detail here any Further Education/Vocational/Professional Qualifications/Other Qualifications held or currently being studied (continue on a separate sheet if necessary)

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| **School, College or University** | **Subject** | **Qualification/Level** | **Grade** | **Year Obtained / Examination Date** |
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| **SECTION 6 – CPD** |

Please give details of recent significant in-service training courses etc. attended. (Continue on a separate sheet if necessary). *(Newly Qualified Teachers are invited to outline key elements of their course and dissertation work)*

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| **Organising Body** | **Nature/Title of Course** | **Dates** |
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| **SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES** | | | | |
| **Institute** | **Grade of Membership, Membership Number** | **Enrolment date** | **Examination date** | **Expiry date** |
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| **SECTION 8 – REGISTERED COUNCILS** | |
| Are you registered with the Institute for Learning? | Yes  No  |
| **If you have answered Yes, please provide your Registration number:** |  |

**Teaching Roles only:**

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| Teacher Reference Number: |  |
| Current salary point: |  |
| Date QTS awarded: |  |
| Induction period completed? | Yes  No  |
| **If you have answered Yes, please confirm the date:** |  |
| **If you have answered No, please select the appropriate option:** | Not yet started  Stage 1 completed  Stage 2 completed  |

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| **SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT** | |
| Name of Employer: | |
| Local Education Authority: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | Grade: |
| Number on roll (*teaching roles only)*: | Age Range (*teaching roles only)* |
| Date of appointment (Month/YYYY): | Salary: |
| Notice Required ( ) Weeks: | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities: | |

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| **SECTION 10 – PREVIOUS EMPLOYMENT** |

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

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| **Name of Employer :** | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable) |
| **Name of Employer**: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |
|  | |
| **Name of Employer** | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |
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| **Name of Employer** | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: |  |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable): |
| **Please provide details for any gaps in your employment history when you have not been in education, training or employment.**  **Please list dates and the reason (i.e. Travel, Parental leave etc)** | |
| Gaps in employment (including dates) | |

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| **SECTION 11 – REFERENCES** |

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed).

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| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes  No  |

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

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| **SECTION 12 – REFERENCE** | |
| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes  No  |

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| **SECTION 13 – DECLARATIONS AND CONSENTS** | |
| Do you consider yourself to have a disability: | Yes  No  |
| If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event. | |
| Are you related to any member or employee of Areté Learning Trust? | Yes  No  |
| If you answered Yes, please provide details. | |
| I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me. | Yes  No  |

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

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| **Capability/Performance** | Yes  No  |
| Please provide details: | |
| **Disciplinary** | Yes  No  |
| Please provide details: | |
| Are there any dates when you would not be available for interview in the near future? | Yes  No  |
| Please provide details | |
| Please state the date on which you could take up duty if appointed. |  |
| I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview. | Yes  No  |
| I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018. | Yes  No  |
| Have you ever been convicted of a criminal offence/received a caution, reprimand or warning? | Yes  No  |

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.**

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| What was the date of the conviction(s)? | (DD/MM/YY) |
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| **SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS** | | |
| I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.  Signature: ………………………………………… Date: ………………………….. | | |
| **SECTION 15 – EQUAL OPPORTUNITIES MONITORING** | | |
| Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.  In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.  The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act. | | |
| Gender | Male  Female  Prefer not to disclose  | |
| Ethnic group | White British   White Irish   White Other   White and Black   Mixed:  Mixed: White and Black African   Mixed: White and Asian   Asian or Asian British   Asian or Asian British: Indian  | Asian or Asian British: Pakistani   Asian or Asian British: Bangladeshi   Asian or Asian British: Other Asian   Black or Black British: Caribbean   Black or Black British: African   Black or Black British: Other Black   Chinese or Other Ethnic Group   Other  |
| If Other please specify |  | |