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| **APPLICATION FOR EMPLOYMENT** |
| **Post:**  |  |
| **Closing date:** |  |

Balmoral Learning Trust is committed to being an equal opportunities employer**.** Unless otherwise stated, please return your application to enquiries@balmorallearningtrust.co.uk.

Please read the guidance notes at the end carefully before completing this application form.

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| **Personal Details** |
| Full Name:  | Date of Birth:(Optional)  |
| Previous Names: |
| Address:  | Telephone  Home: Mobile: Work: Can we ring you at work? Yes [ ]  No [ ]  |
| Your e-mail address:  |
| Do you have a valid full driving licence? Yes [ ]  No [ ]  |
| Are you eligible to work in the United Kingdom? Yes [ ]  No [ ]  | Teacher Number (if applicable):  |

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| **Current or Most Recent Employment**  |
| Name and Address of Employer: | Post Title: Annual Salary / Wage £:Salary Scale \*:  |
| Date appointed:  | Notice required \*: |
| Date left \*: | Reason for leaving:  |

\*if appropriate

**Education and Employment**

Please provide complete details of your education and employment history together, starting with your secondary school. You must provide the information in chronological order from this time, and ensure you do not leave any period of time unaccounted for. If you do have any length of time unaccounted for, you must include this and give any reasons for the gap. **Add additional rows as required.**

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| **Employer, Educational Institution or description of activity** | **What were you doing? (i.e. job title, qualification / course, etc.)** | **Dates (from and to)** | **Reason for leaving / qualifications obtained** |
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| Are there any gaps in your education or employment history? Please explain them here (continue on separate sheet if necessary): |
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**Personal Statement**

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| Please give details of how you meet the requirements of the job using the criteria in the person specification. You should relate this to your employment and education history, your qualifications or any activities you undertake outside of work. **Please continue on a separate sheet if necessary.** |
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**Training Courses**

Please give details of any training courses you have attended which will support your application. **Add additional rows as required.**

|  |  |  |
| --- | --- | --- |
| Nature of Course | Date(s) attended | Duration of course |
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**References**

Please provide the following details for two people to whom we can apply for a reference, regarding your experience and suitability for this post. One must be from your current or most recent employer, where appropriate. If the role you are applying for involves contact with children, young people and vulnerable adults you are asked to supply a referee who can provide a reference based on when you have previously worked with children, young people or vulnerable adults. For posts, where safeguarding vetting is required, we may approach any of your previous employers for this information. References will be requested prior to interview, unless you tick the relevant box.

|  |  |
| --- | --- |
| Referee One | Referee Two |
| Name and address  | Name and address  |
| Position  | Position  |
| Phone number  | Phone number  |
| e-mail address  | e-mail address  |
| Can we contact your referee prior to interview?  Yes [ ]  No [ ]   | Can we contact your referee prior to interview? Yes [ ]  No [ ]  |

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| **If you are a partner of, or are related to, a member, director, local governor or employee of Balmoral Learning Trust and its schools, please provide details, including the name(s) and relationship(s):**  |

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock – see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

**Declaration**

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| I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the Trust b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.Signature: Date: |

**Equality and Diversity Monitoring**

**Post Title: Closing Date:**

**Full Name:**

Please ensure you complete this information fully. It is not used as part of the selection process except where an identified disability may require an adjustment for shortlisting or the interview process itself.

Are you **Male** [ ]  or **Female** [ ]  ?

Please tell us which **ethnic group** you belong to (please mark one only):

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| --- | --- |
|  **Black or Black British** | **White**  |
| [ ]  Caribbean | [ ]  British |
| [ ]  African | [ ]  Irish |
| [ ]  Any other black background (Please specify) | [ ]  Any other white background (Please specify) |
| **Mixed** | **Chinese** |
| [ ]  White and Black Caribbean | [ ]  Chinese |
| [ ]  White and Black African | [ ]  Any other background (Please specify) |
| [ ]  White and Asian |  |
| [ ]  White and Arab/Middle Eastern |  |
| [ ]  Any other mixed background (Please specify) |  |
| **Asian or Asian British** | **Arabic or Middle Eastern or any other Ethnic Group** |
| [ ]  Indian | [ ]  Arab |
| [ ]  Pakistani | [ ]  Iranian |
| [ ]  Bangladeshi  | [ ]  Yemeni |
| [ ]  Sri Lankan | [ ]  Any other Arabic or Middle Eastern group (Please specify): |
| [ ]  Any other Asian background (Please specify) | [ ]  Any other ethnic group (Please specify): |

Do you consider yourself to have a disability: Yes [ ]  No [ ]

A disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day to day activities. **If you have answered ‘yes’**, please tell us about your disability, in case there are any adjustments we could make for you:

If you believe your disability has prevented you from meeting the essential criteria, please identify which criteria, and explain how this has prevented you from meeting it:

Print name: Signed: Date:

**Guidance Notes**

Thank you for applying for a job with us. Balmoral Learning Trust and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. This information is to help you to understand how the application process works and how best to fill in your application form.

When we receive application forms, the Equality and Diversity Monitoring information will not be used during the shortlisting process. The information will be given to the interview panel if you are shortlisted. During the shortlisting process the information on your application form will be compared with the criteria on the Person Specification. Applicants that best meet the criteria will be invited for interview. References are requested from referees using the details provided and may be referred to during the interview in line with Safer Recruitment practices.

**About the information you have received**

* Job Description: Outlines the purpose of the job and the main duties involved.
* Person Specification: Lists the essential criteria an applicant needs to meet. It is this document that applicants are measured against during recruitment.
* An Application Form: A standard form on which we collect information about you. We use this instead of a C.V. to be more consistent.

**What do we value on Application Forms?**

We are only looking for the things we have listed on the Person Specification. We strongly value the achievement of, and progress towards, academic, professional and vocational qualifications.

We also believe, however, that there are extremely talented people in the jobs market. People who, for one reason or another, have not developed their skills and abilities through an academic route and gained a qualification. So we also value other things such as previous job experience, research projects or personal study, work placements, voluntary work, social experience or personal life experience. Obviously for some jobs at the school, a professional qualification is essential. In this case we will ask for the relevant qualification, (e.g. a teacher must have a nationally recognised Teaching Qualification). You will be asked to provide certificates to verify your qualifications.

**How to best fill in your Application form**

The panel are looking for those candidates who can give real examples of how they meet the essential criteria on the Person Specification. It is quality, not quantity that is important. We only want information on the application form and therefore C.V.’s will not be considered. Here are some helpful hints when completing the form, and remember to have the Person Specification at hand throughout:

* Use a spare sheet of paper to make notes first.
* Prepare answers to all questions but leave the ‘How you meet the essential requirements’ until last. Most candidates find this the hardest part to complete.
* If a box is not relevant to your personal circumstances, mark it ‘not applicable’.
* Give details of your employment history. If you have a gap in your employment, you are required to given an explanation for this.
* Give details of any referees who we can ask for information about you. (We only ask for factual information, not that person’s opinion about you). If you are employed, include details of your current

employer. If you are unemployed, you must give details of a previous employer. If you have never been employed, please give details of a school, college or university tutor, or put a line through the box.

* Now focus on the ‘How you meet the essential requirements’. Take each of the criteria on the Person Specification in turn. Take time to think about all of your previous experience and give examples of where you have best displayed the things that are asked for. Simply stating that you have each requirement will not be considered as suitable evidence and may disadvantage you at the short-listing stage. Remember you can use examples from your work life, study, personal life, voluntary work, social experience, vocational training etc. Why not ask your friends or colleagues about times when you have used these skills?
* Answer the points in the same order as on the Person Specification. You can present this as a list and use numbering if you wish. Remember – Quality over Quantity.

**How we acknowledge receipt of your Application Form**

We do not write back to every candidate who submits an application form to us. Any applicants not invited for interview should assume that their application has been unsuccessful. We are fully committed to providing a fair recruitment process for all. To do this, we need to know if you feel anything may prevent you from demonstrating your full potential. We will make any reasonable adjustment or arrangement to any part of the recruitment process.

**Access to Employment for Disabled People**

We are committed to equal opportunity in employment for disabled people. This means that we will not unfairly discriminate against a candidate with a disability, or an employee that becomes disabled whilst working for us.

**General Data Protection Regulations**

The information you provide on the application form will be used to assess your suitability for the post, and will be viewed only by those involved in the recruitment process. If you are appointed, the information will be used to create your employment record. If you are not appointed, it will be destroyed after 6 months, except in the event of a dispute.

Personal information that you provide in the Equality and Diversity Monitoring section of the form will only be used for the purpose of equal opportunities monitoring and statistical analysis. This helps us to continually improve our equal opportunities policies and practices.

By submitting this form, you are consenting to the recording and use of the information for the purposes mentioned above.

**Any other questions**

If you have any questions or comments about any aspect of the recruitment process, please contact the school direct.