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**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 Failure to disclose this information will result in any offer of employment being withdrawn.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 **recruitment@aretelearningtrust.org** **stating the title of the post you are applying for in the subject box.**

**Closing Date: Monday 12th December (9am)**

**APPLICATION FORM – NORTHALLERTON SCHOOL & SIXTH FORM COLLEGE**

**POST: SITE SUPERVISOR**

**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: |  |
| 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: |
| 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: |

Insert your National Insurance Number:

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