Application for a non-teaching post

Post Title:	
Post Reference No:	
School:	
Applicant's Reference No.	

Please returned all completed applications to recruitment @olt.org.uk.

If you require this form in an alternative format (braille, large print, audio tape etc.) please contact Oak Learning Trust, c/o George Washington Primary School, Well Bank Road, Washington, Tyne and Wear, NE37 1NL. Telephone (0191) 4906453 or e-mail: recruitment@olt.org.uk

As this application may be photocopied, please complete the form in black ink or type.
Please note C.V.'s will not be considered.

Equal opportunities and monitoring
The information requested in Part A of this form will be used for monitoring and administration purposes only and is not seen by the recruitment panel. The information requested on Part C, is used for checking convictions, and will not be seen by the shortlisting panel but will be seen by the interview panel if you are invited to interview. Part B is separated when we receive your application form and given to the recruitment panel for shortlisting. This is done to reduce the possibility of unfair and unlawful discrimination.

Part A

Personal Details			
First Name/s			
Surname/Last Name		NI Number	
All Previous Names			
Address			
		Post Code	
Telephone No. (Home or Mobile)			
Telephone No. (Work) – if convenient			
e-mail address			

Equal Opportunities Monitoring

Gender:	Male	☐	Female	☐	Transgender	☐	Do not wish to say	☐
Date of birth:								

Disability
For the purpose of the Equality Act 2010 a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse affect on his/her ability to carry out normal day to day activities.

Do you have a disability, long standing illness or infirmity?	Yes	☐	No	☐

Ethnic Origin/Religious Belief/Faith/Relationship Status/Sexual Orientation
Please tick one of the boxes below to best describe your ethnic origin, religious belief/faith, relationship status and sexual orientation. Please note that United Kingdom citizens can belong to any of the categories shown.

White
- ☐ British
- ☐ Irish
- ☐ Any other white background

Please write in:

Black or Black British
- ☐ Caribbean
- ☐ African
- ☐ Any other black background

Please write in:

Chinese or other ethnic group
- ☐ Chinese
- ☐ Gypsy/Roma/Traveller
- ☐ Any other ethnic group

Please write in:

Asian or Asian British
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

Please write in:

Mixed
- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Please write in:

Religious Belief/Faith
- ☐ Christianity
- ☐ Hinduism
- ☐ Islam
- ☐ Judaism
- ☐ Sikhism
- ☐ Buddhism
- ☐ No Religion
- ☐ Prefer not to say

Please write in:

Relationship Status
- ☐ Divorced/dissolved civil partnership
- ☐ Married/In a civil partnership
- ☐ Single
- ☐ Widow/Widower
- ☐ Prefer not to say

Sexual Orientation
- ☐ Hetrosexual
- ☐ Gay
- ☐ Lesbian
- ☐ Bisexual
- ☐ Prefer not to say

Are you responsible for caring for anyone?
- ☐ I am not responsible for caring for anyone
- ☐ I care for children/a child
- ☐ I care for another relative

Any other person please write in:

Where did you see this job advertised?	

Post Title (same as first page)	
Present Job	
Employer's Name and Address:	
Job Title:	
Salary/Wage:	
Date Commenced:	
To whom do you report: (Job Title)	
What staff (if any) report to you?	
Period of notice required:	
Brief outline of duties:	

Previous Employers (most recent first), please account for any gaps in your education or employment history

Employer and Job Title with full address	**Date of Employment** From To	**Reason for leaving**

Relevant Educational, Vocational, Professional Qualifications or Training Courses
(most recent first)

Educational Establishment or Course Organiser	**Qualifications** (where applicable)	**Grade**	**Date Achieved**

References
Please supply the names and contact details of the **two referees** who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.

Name: **Address:**	**Name:** **Address:**
e-mail: **Tel No:**	**e-mail:** **Tel No:**

Please note that we will contact the above referees if you are short-listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to.

How you meet the essential requirements

Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the Information to Candidate document for advice on how best to complete this section.

Disability – Reasonable Adjustments
Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details.

Declaration of Relationship
If you have any relationship with any Board Member, Trustee or senior manager of the Trust, please state the name(s) and nature of relationship(s).

Note: If you canvas any of the above, directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Declaration

I confirm that all of the information given on this application form is correct and complete.			
Signed:		Date:	

Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview or appointed to the post.

Note: Please ensure you return Part A, Part B and Part C for your application. Failure to do so will prevent us from considering your application for the position.

Post Title	

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, because it involves access to children, older or vulnerable people. Therefore you are required to provide details of all convictions in the box below, **even if they are classified as 'spent'.** If you are successful in this recruitment process, the Trust will then obtain a disclosure from the Disclosure and Barring Service (DBS) about you, irrespective of whether you tick Yes or No. This will be discussed with you at the time. The information gained will be used by the Trust to check your suitability for the post. This form will not be used for shortlisting; however it will be made available to the interview panel if you are shortlisted.

Do you have a prosecution pending, or have you ever been convicted at a court or been cautioned by the police, for any offences, including those classified as 'spent' under the Rehabilitation of Offenders Act 1974? The amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected' and 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 Ministry of Justice website.

Yes ☐ No ☐ (please tick)

If yes, please use the space below to provide details of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence, and the court or police force which dealt with the offence.
(Please continue on the reverse and/or another sheet if necessary).

I confirm that the information that I have given in this box is true, correct, complete and up to date.

Signed:

Date:

Note: Should you fail to disclose any conviction above, and the Disclosure and Barring Service (DBS) information confirms that you have any prosecution pending, or that you have been convicted at a Court, or cautioned by the Police for any criminal offence, or that there are any other matters causing the School/Council to reasonably conclude that you may be unsuitable for the post, then you will be disqualified from appointment. If already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.

Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview.