

|  |  |  |  |
| --- | --- | --- | --- |
| **CONFIDENTIA**L – Under the General Data Protection Regulation, the information you provide on this form will be used for recruitment, selection and employment contract purposes only. This form should only be used to apply for currently advertised vacancies.  **Please complete this application in black ink or by typing and submit it as stated in the job advertisement** | **Application Form – Non Teaching** | | |
|  | | | |
|  | | | | |
| **P****OST APPLIED FOR**  (It is **essential** that candidates complete all details in this box) | | Job Title: |  | |
| Closing Date: |  | |

**PART A – PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | | |
| First Name(s) |  | Title | Dr/Miss/Mr/Mrs/Ms |
| Address (Address Line 1) |  | | |
| (Address Line 2) |  | | |
| (Address Line 3) |  | | |
| Town / City |  | | |
| Post Code |  | | |
| National Insurance Number |  | | |
| Contact Phone Number |  | | |
| Email Address\* |  | | |
| \* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible. | | | |

|  |  |
| --- | --- |
| **Are there any dates when you would not be available for interview?**  If so, please provide details in the additional information box on the next page. | YES  NO |
| **Are you entitled to work in the United Kingdom?** | YES  NO |
| **Have you ever been barred from working with children and/or vulnerable adults?** | YES  NO |
| **Do you have any convictions or adult cautions that are unspent?**  The amendments to the Exceptions Order 1975 (2013 and 2020) 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 |
| **Are you related to a Councillor or an employee of the Exceed Learning Partnership?**  If so, please pride the names and relationship details in the additional information box below. | YES  NO |
| **Do you or a close relative have any financial interest which may conflict with the interests of the Trust?**  If so, please provide details in the additional information box below. | YES  NO |

**PART A - Additional Personal Details Information:**

|  |
| --- |
| Please use this section to expand on any of the questions in Part A. |
|  |

**References - please note that references will be taken up prior to interview:**

|  |  |  |
| --- | --- | --- |
|  | Reference 1  **(Current/Most Recent Employer)** | Reference 2  **(Employer prior to current/most recent)** |
| Referee Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Email |  |  |
| Telephone |  |  |
|  | |  |

Please note that for positions dealing with children and / or vulnerable adults, Exceed Learning Partnership may need to take up references from any previous employers. By submitting this application, you are agreeing to this practice.

**PART B – INFORMATION IN SUPPORT OF APPLICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Educational, Training & Vocational Qualifications** - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development. | | | | | |
| **Date (dd/mm/yyyy)** | | **Qualification/Training** | | **Grade** | |
| **Professional Memberships -** Please provide details (including membership number and level). | | | | | |
| **Date (dd/mm/yyyy)** | **Membership (Institute/Awarding Body)** | | **Membership No.** | | **Level** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Record** - Please provide details of your full employment history (current or most recent employment first). | | | |
| Name & Address of Employer | Dates from / to (dd/mm/yyyy) | Job Title, Brief Description of Duties, Salary and Grade | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Record** - Continued | | | |
| Name & Address of Employer | Dates from / to (dd/mm/yyyy) | Job Title, Brief Description of Duties, Salary and Grade | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Please provide details of any breaks in employment. | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Information in Support of your Application** – Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet. | | | |
| I declare that the information that I have given in this application is accurate and true.  **I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal.** | | | |
| Signed |  | Date |  |
| The Directors and Governors of Exceed Learning Partnership are committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. Shortlisted Applicants will be required to complete a self-disclosure.  The amendments to the Exceptions Order 1975 (2013 & 2020) 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. | | | |

|  |
| --- |
| **Online Searches:** |
| As part of our due diligence and in line with the recommendation made in [Keeping Children Safe in Education](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fkeeping-children-safe-in-education--2&data=05%7C01%7Ccoo%40exceedlearningpartnership.com%7C0bfe3b824cb14be6deae08daa53df86e%7C524bece0010949f4b2f685d962bb4d70%7C0%7C0%7C638003982814266537%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=oqLadiv7%2BYtoRWqU9GejBj%2Bj18fKn54ezBCSLDrgFvM%3D&reserved=0), the Trust reserves the right to undertake online searches on shortlisted candidates. Further details about our searches can be found within our Safer Recruitment Policy, situated on our website: [Exceed Learning Partnership | Statutory Policies and Procedures](https://www.exceedlearningpartnership.co.uk/policies-and-procedures/) As part of the recruitment process the Trust will only consider information that suggests a candidate may:   * Be unqualified for the role * Pose a potential safeguarding risk * Risk damaging the reputation of the Trust or one of our schools   Any concerns on issues or incidents that arise from an online check, will be discussed with the applicant. |
| In addition to a Google search that includes the candidates name, public social media profiles may also be considered. To support this process, we would be grateful if applicants could provide details relating to some aspects of their online presence (as applicable), as detailed below.  LinkedIn -  Twitter -  Facebook -  Instagram –  Please provide details of any other platforms and handles - |
| Permission to undertake online searches  I confirm my permission for you to undertake an online search as detailed above and within the safer recruitment policy.  Signature:  …………………………………………………                  Date: …………………………………….. |

**PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING**

**Please note - this page will be detached and is not part of the selection process**

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name:** |  | | **First Name(s):** |  |
| **Job Title:** |  | | **Closing Date:** |  |
| **Nationality (please state)** | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Gender | |  | Ethnic Origin | | |
| Female |  |  | White | | |
| Male |  |  | * British | (E114) | |
| Trans-Gender |  |  | * Irish | (E115) | |
| Prefer not to say |  |  | * White Other | (E116) | |
|  |  |  | Asian or Asian British | | |
| Sexual Orientation | |  | * Bangladeshi | (E101) | |
| Bisexual | (E404) |  | * Indian | (E102) | |
| Gay Man | (E403) |  | * Pakistani | (E104) | |
| Gay Woman / Lesbian | (E405) |  | * Any Other Asian | (E103) | |
| Heterosexual | (E402) | Black and Black British | | |
| Prefer not to say | (Refu) |  | * African | (E105) | |
|  |  |  | * Caribbean | (E106) | |
| Age Band | |  | * Any Other Black | (E107) | |
| 16-24 years |  |  | Mixed | | |
| 25-34 years |  |  | * White & Asian | (E110) | |
| 35-49 years |  |  | * White & Black African | (E111) | |
| 50-54 years |  |  | * White & Black Caribbean | (E112) | |
| 55 and over years |  |  | * Any Other Mixed | (E109) | |
| Prefer not to say |  | Other | | |
|  |  |  | * Chinese | (E108) | |
| **Do you consider yourself to have a disability?** | |  | * Any Other | (E113) | |
| Yes |  |  | * Prefer not to say | (Refu) | |
| No |  |  |  | | |
| Prefer not to say |  |  |  | | |
|  |  |  |  | | |
| Where did you see the vacancy advertised? | |  | Religion / Belief | | |
| [www.jobsdoncaster.co.uk](http://www.jobsdoncaster.co.uk) |  |  | Buddhist | (E301) | |
| [www.jobsgopublic.com](http://www.jobsgopublic.com) |  |  | Christian | (E302) | |
| Doncaster Council Intranet |  |  | Hindu | (E303) | |
| Partners in Learning Website |  |  | Jewish | (E304) | |
| Doncaster Free Press |  |  | Muslim | (E305) | |
| Yorkshire Post |  |  | Sikh | (E306) | |
| National Newspaper |  |  | Other | (E307) | |
| Professional Magazine |  |  | None | (E308) | |
| Jobcentre Plus |  |  | Prefer not to say | (Refu) | |
| Doncaster Council Jobshop |  |  |  | |  |
| Library / Customer Service Centre |  |  |  | |  |
| Council Vacancy Bulletin |  |  |  | |  |
| Other |  |  |  | |  |