

**Application for Employment**

**Guidance notes**

Thank you for considering working for Prosper Learning Trust.

We want to choose the best person for the role you are applying for, no matter what their gender identity, relationship status, race, disability, sexual orientation, religion, belief or age.

Part A of this form asks for personal information. We use this information to contact you and provide any extra support you may need if we ask you to come for an interview.

We use part B of this form to decide whether to interview you.  This part of the form asks you to provide information about your past jobs, experience, qualifications and skills.  When you fill in this part of the form, you should link your answers to the job description and person specification, which gives details of what skills, experience and qualifications you need to be able to do the job. We believe the best way of assessing your future performance is to look at your performance and behaviour in the past, which is why our recruitment process focuses on what the role involves and how you have shown you can do these things.  We only ask for qualifications, experience and skills relevant to the job description and person specification you have received. We ask you to provide dates of employment and qualifications so we can confirm your work history. We value experience you have gained at work and experience you have gained in other situations, and we encourage you to support your application with examples of how you think you have the skills, experience, qualifications and so on to do the role you are applying for.  If you do not provide enough evidence of how you meet the requirements of the post, we may not be able to interview you.  

As this job requires regular contact with children and young people, if we choose you for the job we will also need to contact the Disclosure and Barring Service to find out if you have a criminal record and we will check if you are barred from working with children and young people.  A criminal record will not automatically stop you from getting the job but we will consider the nature of the offence when assessing how suitable you are for the job.  If you are barred from working with a vulnerable group it is an offence for you to apply for a job working with that group.  If you fail to fill in a disclosure form and provide documentation when we ask, we will not be able to employ you.

Part C of this form is for monitoring equality and diversity only. We separate it from the rest of your form when we receive it, so that it is not seen by anyone involved in deciding whether to offer you a job.  However, if you tell us that you have a disability, we will give this information to the shortlisting organiser to make sure they comply with equality legislation.

Please fill in this application form in black ink or use a black font. This is because we may need to photocopy it.  We do not accept CVs.

Unfortunately, we are not able to contact everyone who applies for a job with us.  If you do not hear from us within six weeks of the closing date, you should assume that your application has not been successful.

We look forward to receiving your application.

Please return completed application form to: **admin@prosperlearningtrust.co.uk** or post to:

**PROSPER Learning Trust, Linhope Road, Newcastle upon Tyne, NE5 4LW**

**Part A**

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| **PERSONAL DETAILS** |

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| Title: | | |  | | | | | | Surname: | | | |  | | | | | | | | |
| Forenames: |  | | | | | | | | | | | | | | | | | | | | |
| Home address in full: | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| Previous surname: | | | | | | | | | | | | | | | | | | | | | |
| Known as: | |  | | | | | |  | | | | | | | | |  | | | | |
| Home telephone number: | |  | | | | | | Work telephone number (if it may be used): | | | | | | | | |  | | | | |
| Mobile telephone number: | |  | | | | | | Email address: | | | | |  | | | | | | | | |
| National Insurance number: | | | | | | | |  | | | | |  | | | | | | | | |
| Do you have access to a vehicle that you can use for work? | | | | | Yes | | | No | | Do you have a valid UK Driving Licence? | | | | | Yes –  Full | | | Yes - Provisional | | | No |
|  | | |  | |  | | |  | | |  |
| UK/European Economic Area National? | | | | | | | Yes | | |  | | No | |  |  | | |  | | |  |
| If no, details of work permit currently held: | | | | | | | | | | | | | | | | | | | | | |
| Certificate No: | | | | Validity: | | | | | | | Expiry Date / / | | | | | Awaiting Permit | | | | | |
| Nationality: | | | | | | | | | | | | | | | | | | | | | |
| Where did you see this vacancy advertised? | | | | | |  | | | | | | | | | | | | | | | |
| Are you related to any existing staff member or Academy Trust Board member of PROSPER Learning Trust? | | | | | | | | | | | | | | | | | | | Yes | No | |
| If yes, please give details: | |  | | | | | | | | | | | | | | | | | | | |

**Part B**

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| **EDUCATION AND QUALIFICATIONS** |

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| QUALIFICATION DETAILS | | | | | |
| Name of school/college | Date | Subject | Qualification | Grade / Result | Awarding Body |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| QUALIFICATIONS BEING STUDIED FOR | | | | |
| Name of college/university | Subject | Qualification | Awarding Body | Expected date of qualification |
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| --- | --- | --- | --- |
| CPD (CONTINUOUS PROFESSIONAL DEVELOPMENT) | | | |
| Date started | Course title | Provider | Duration |
|  |  |  |  |

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| --- | --- |
| Do you hold Qualified Teacher Status (QTS)?  Yes  No  (Please indicate appropriate option) | If Yes please complete the following:  Teacher Reference Number:  Date of statutory induction period (if qualified since August 1999)  Started………………………… Completed…………………………. |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | |

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| --- | --- | --- | --- | --- |
| Date of membership | Professional body | Level of membership | Renewal of membership | Membership Reference No. |
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| **REFERENCES (ALL CANDIDATES)** |

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| References will be taken up before interview, for shortlisted applicants only.  Please give details of two employment references (if possible), one of whom should be your most recent employer. | | | | | | | | | |
| Name |  | | | | Name |  | | | |
| Address |  | | | | Address |  | | | |
| Email |  | | | | Email |  | | | |
| Telephone Number | | |  | | Telephone Number | | |  | |
| Relationship  (eg manager) | | |  | | Relationship  (eg manager) | | |  | |
| Reference type | | Employment | | Educational | Reference type | | Employment | | Educational |
| Please ensure your Referees are in a position to respond promptly | | | | | | | | | |

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| **EMPLOYMENT HISTORY** |

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| --- | --- | --- | --- | --- | --- |
| Name and address of present or most recent employer and nature of business | Position(s) held and brief details of responsibilities  (starting with current post if applicable) | Additional Allowance (SEN/TLR/ Leadership) | From Month/ Year | To  Month/ Year | Salary Including all Allowances |
|  |  |  |  |  |  |
| Notice Period |
|  |
| Name of previous employer and nature of business (starting with most recent) | Position(s) held | Additional  Allowance (SEN/TLR/ Leadership) | FromMonth/Year | To  Month/ Year | Reason for leaving |
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| **SUPPORTING STATEMENT** |

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| In this box please give your reasons for applying for this post. Please show how you meet the criteria detailed in the person specification. This can include relevant skills, knowledge, experience, voluntary activities and training etc.  Please do not repeat any information which is sought within the Equal Opportunities monitoring information. |
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| **RESTRICTIONS** |

Employees working within Prosper Learning Trust who have the opportunity for access to young persons are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you have received any convictions, which for other purposes are ‘spent’ under the provisions of the Act, you are not entitled to withhold information and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Academy Trust Board.

Any information given will be completely confidential and will be considered only in relation to your application for a position to which the order applies.

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| --- | --- | --- | --- | --- |
| Is there any reason that you cannot work with children / young people (under 18 years of age) or with vulnerable adults? | Yes |  | No |  |
| Have you ever been refused employment, or had your employment terminated whilst working with children / young people (under 18 years of age) or with vulnerable adults? | Yes |  | No |  |
| Have you ever been subject to any formal investigation / police investigation whilst working with children / young people (under 18 years of age) or with vulnerable adults? | Yes |  | No |  |
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**Convictions**

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than two and a half years can never become spent.)

Yes  No  If ‘Yes’, please give details.

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| Offence:  Date of conviction:  Judgement or sentence:  Additional Information: |

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| **APPLICANT COMMITMENT TO SAFEGUARDING** |

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| This form must be read in full, signed and dated, and returned with your completed application form, by the aforementioned closing date of the vacancy. Application forms returned without this will not be accepted.  PROSPER Learning Trust is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment. Successful applicants will be required to apply for Disclosure from the DBS.  The Academy actively promotes equality of opportunity with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The Academy selects all candidates for employment based on their skills, qualifications and experience, in comparison against a prepared personal specification.  For those positions where a Disclosure is required, employees are not entitled to withhold information regarding convictions. Any failure to disclose such convictions could result in dismissal or disciplinary action by the Academy. Where a Disclosure is to form part of the recruitment process, the Academy encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process (i.e. via the application form).  **Agreement Statement**  Successful applicants will be required to read, understand, and agree with the PROSPER Learning Trust policies for Safeguarding and Child Protection.  I confirm that I am not on the DBS barred list(s), disqualified from work with children, or subject to any sanctions imposed by a regulatory body. I am aware that I may be required to apply for Enhanced Disclosure from the DBS. | |
| Print Name: |  |
| Signature: |  |
| Date: |  |
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| **DECLARATIONS** |

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| To the best of my knowledge and belief, all of the information I have given on this application form is correct. I understand that my application will be disqualified or, if already appointed, disciplinary action considered, if I have knowingly given false information.  In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as you shall request to evidence my right to work.  I am also aware of and agree to accept the conditions set out in the accompanying information relating to provision of information of criminal convictions. | | | | | |
| Signature: |  |  | Date: |  |  |
| I have read and understood the attached Privacy Notice. | | | | |  |
| Signature: | | | Date: | | |

**Part C**

**Monitoring equality and diversity**

**Equality in employment**

We aim to have a workforce that reflects the different customers we have. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

Please provide details about yourself by ticking the relevant boxes.

**Gender**

Are you: male? female?

**Disability**

The Disability Discrimination Act defines a disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities’.

Do you consider you have a disability under this definition? Yes No

As part of our Guaranteed Interview Scheme, we interview all applicants who declare they have a disability who meet the minimum criteria for a job vacancy.

**Are you responsible for caring for anyone?**

|  |  |
| --- | --- |
| I am not responsible for caring for anyone. |  |
| I care for children or a child. |  |
| I care for another relative. |  |
| I care for someone else (please say who). |  |

**Date of birth**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**How would you describe your ethnic background?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White:** |  | **Black or black British:** | |  |
| British |  | Caribbean | |  |
| Irish |  | African | |  |
| Any other white background |  | Any other black background | |  |
|  |  |  | |  |
| **Asian or Asian British:** |  | **Mixed:** | |  |
| Indian |  | White and black Caribbean | |  |
| Pakistani |  | White and black African | |  |
| Bangladeshi |  | White and Asian | |  |
| Any other Asian background |  | Any other mixed background | |  |
|  |  |  | |  |
| **Chinese or other ethnic group:** |  | **Any other ethnic group** | |  |
| Chinese |  | Please say which |  | |
|  |  |  |  | |

**Relationship status**

|  |  |  |  |
| --- | --- | --- | --- |
| Divorced or my civil partnership has ended |  | Single |  |
| Married or in a civil partnership |  | Prefer not to say |  |
| Widow or widower |  |  |  |

**How would you describe your sexual orientation?**

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Gay man |  |
| Gay woman or lesbian |  | Heterosexual |  |
| Prefer not to say |  |  |  |

**How would you describe your religion and belief?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Christian |  |
| Hindu |  | Jewish |  |
| Muslim |  | Sikh |  |
| Other |  | No religion |  |
| Prefer not so say |  |  |  |

**Where did you find out about this vacancy?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Our Website |  | North East Jobs | |  |
| TES |  | Guardian Jobs | |  |
| Local press |  | Gov.uk | |  |
| Other (please say which) |  |  |  | |

**People who already work for us**

Do you currently or have you previously work(ed) for Prosper Learning Trust?

(Please give details)