

# Learning Together Trust - APPLICATION FORM



Canon Sharples is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteer to share this commitment.

| Vacancy Details                        |  |
|--|--|
| Job Title:                             |  |
| Job reference number:                  |  |
| Advertising origin                     |  |
| Where did you hear about this vacancy? |  |

It is Canon Sharples' policy to ensure that all appointments are made on merit. **This form is for monitoring purposes only and will be kept separate from any members of the shortlisting or interviewing panel.** In order to monitor the effectiveness and success of this policy it would be helpful to us if you provide the information requested below regarding your personal details. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

| Personal Details           |  |
|----------------------------|--|
| Title:                     |  |
| Christian name(s):         |  |
| Last name:                 |  |
| Known as:                  |  |
| Date of Birth:             |  |
| Address:                   |  |
| Postcode:                  |  |
| Contact Number:            |  |
| Email address:             |  |
| National Insurance Number: |  |
| DFE number (teachers only) |  |

### Eligibility to work in the UK

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK?

**YES**

**NO**

# EQUALITY AND DIVERSITY

## Gender

Male  Female

Is your gender identity the same as the gender you were assigned at birth?

Yes  No

## Ethnic Origin

|                               |                             |                          |
|-------------------------------|-----------------------------|--------------------------|
| <b>White</b>                  | British                     | <input type="checkbox"/> |
|                               | Irish                       | <input type="checkbox"/> |
|                               | Traveller of Irish Heritage | <input type="checkbox"/> |
|                               | Gypsy/Roma                  | <input type="checkbox"/> |
|                               | Polish                      | <input type="checkbox"/> |
|                               | Other White European        | <input type="checkbox"/> |
|                               | Other White                 | <input type="checkbox"/> |
| <b>Mixed</b>                  | White and Black Caribbean   | <input type="checkbox"/> |
|                               | White and Black African     | <input type="checkbox"/> |
|                               | White and Indian            | <input type="checkbox"/> |
|                               | White and Pakistani         | <input type="checkbox"/> |
|                               | White and Bangladeshi       | <input type="checkbox"/> |
|                               | Other mixed                 | <input type="checkbox"/> |
| <b>Asian or Asian British</b> | Indian                      | <input type="checkbox"/> |
|                               | Pakistani                   | <input type="checkbox"/> |
|                               | Bangladeshi                 | <input type="checkbox"/> |
|                               | Kashmiri                    | <input type="checkbox"/> |
|                               | Other Asian                 | <input type="checkbox"/> |
| <b>Black or Black British</b> | Caribbean                   | <input type="checkbox"/> |
|                               | African                     | <input type="checkbox"/> |
|                               | British                     | <input type="checkbox"/> |
|                               | Somali                      | <input type="checkbox"/> |
|                               | Other black                 | <input type="checkbox"/> |
| <b>Chinese or other</b>       | Chinese                     | <input type="checkbox"/> |
|                               | Other ethnic group          | <input type="checkbox"/> |
|                               | Unknown                     | <input type="checkbox"/> |

| Religion/Belief |                          |             |                          |
|-----------------|--------------------------|-------------|--------------------------|
| Buddhist        | <input type="checkbox"/> | Muslim      | <input type="checkbox"/> |
| Christian       | <input type="checkbox"/> | Sikh        | <input type="checkbox"/> |
| Hindu           | <input type="checkbox"/> | Other       | <input type="checkbox"/> |
| Jewish          | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |

|                       |                          |                   |                          |
|-----------------------|--------------------------|-------------------|--------------------------|
| Bisexual              | <input type="checkbox"/> | Gay man           | <input type="checkbox"/> |
| Heterosexual/Straight | <input type="checkbox"/> | Gay Woman/Lesbian | <input type="checkbox"/> |

| Caring Responsibilities  |                                   |
|--|-----------------------------------|
| Is there anyone who relies upon you for care and attention AND that you assist with their daily routine? |                                   |
| Yes <input type="checkbox"/>   | No <input type="checkbox"/>       |
| If yes, please indicate who you provide such care for?   |                                   |
| Adults (18 over) <input type="checkbox"/>  | Children <input type="checkbox"/> |

| DECLARATIONS   |
|--|
| I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.                                    |
| I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge                                |
| I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal. |
| <b>YES</b> <input type="checkbox"/>  |

## OTHER APPLICANT DETAILS

|   |   |
|---|---|
| Are you currently, or have you previously been employed by this organisation?     | Yes <input type="checkbox"/> No <input type="checkbox"/>                      |
| If yes, please provide dates from and to and reasons for leaving (if applicable): | Date from: <input style="width: 100%;" type="text"/>                          |
|   | Date to: <input style="width: 100%;" type="text"/>                            |
|   | Reason for leaving (if applicable): <input style="width: 100%;" type="text"/> |

|   |  |
|---|--|
| Are you related to a Governor or senior officer of this organisation? | Yes <input type="checkbox"/> No <input type="checkbox"/>       |
| If yes, please provide details:                                       | Name: <input style="width: 100%;" type="text"/>                |
|   | Relationship to you: <input style="width: 100%;" type="text"/> |

### Dismissals

|  |
|--|
| <p>Have you ever been dismissed from any employment for any reasons other than redundancy?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If YES please give details, including dates, reasons and employer.</p> |
|  |
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## REHABILITATION OF OFFENDERS

This post involves working with children, young people, vulnerable adults or is a position of trust. The amendments to the Exceptions Order 1975 (2013) 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 at the Disclosure and Barring Service website ([www.gov.uk/dbs](http://www.gov.uk/dbs)). Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

### Declaration

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?

Yes  No

If yes, please state:

### Details of any previous offences:

| Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
|---|-----------|-------------------|---------------------|
|   |           |                   |                     |
|   |           |                   |                     |
|   |           |                   |                     |
|   |           |                   |                     |
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|   |           |                   |                     |
|   |           |                   |                     |

## DISABILITIES

The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)

Do you consider yourself to be disabled according to this definition?

Yes  No

If you answered yes, how would you define this impairment?

This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification.

Please specify any arrangements we can make to assist you if you are invited for interview/assessment.

## DISCLOSURE

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.

Signed:

Date:

## REFERENCES

Please give details of two professional referees, one of which must be from your current/last line manager. The second referee should also be from a previous employer. If you have not been previously employed please provide a personal reference. References will not be accepted from relatives, or persons who only know you as a friend. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. In all cases make sure you use someone who knows your capabilities, can comment on your reliability and is aware of your potential. For specific posts you are also asked to provide a faith reference, see person specification. (your faith referee should have pastoral responsibility for the Church at which you regularly worship) References will be taken up prior to interview.

### Current or most recent employer

|                                     |  |
|-------------------------------------|--|
| Referee name:                       |  |
| Job title (if applicable):          |  |
| Organisation:                       |  |
| Address:                            |  |
| Postcode:                           |  |
| Telephone number and email address: |  |
| Relationship to you:                |  |

### Previous Employer

|                                     |  |
|-------------------------------------|--|
| Referee name:                       |  |
| Job title (if applicable):          |  |
| Organisation:                       |  |
| Address:                            |  |
| Postcode:                           |  |
| Telephone number and email address: |  |
| Relationship to you:                |  |

### Faith Reference

|                                     |  |
|-------------------------------------|--|
| Referee name:                       |  |
| Job title (if applicable):          |  |
| Organisation:                       |  |
| Address:                            |  |
| Postcode:                           |  |
| Telephone number and email address: |  |

## EMPLOYMENT HISTORY

This gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. It is therefore essential that all information is completed.

| Employment Experience  |  |
|--|--|
| Name of current/most recent employer:                        |  |
| Job Title:   |  |
| Address:   |  |
| Postcode:  |  |
| Salary and benefits:   |  |
| Date from (dd/mm/yyyy):                                      |  |
| Date to (dd/mm/yyyy)<br>(if applicable):                     |  |
| Period of notice required<br>(if applicable):                |  |
| Reason for leaving:  |  |
| Please provide brief details of duties and responsibilities: |  |

Please list all other jobs held, starting with the most recent, including any previous or current employment with this authority (whether directly or through an employment agency). There should be no gaps in your employment and education history.

| Previous Employment Experience |           |         |                        |   |                    |   |
|--------------------------------|-----------|---------|------------------------|---|--------------------|---|
| Name of previous employers     | Job Title | Address | Date from (dd/mm/yyyy) | Date to (dd/mm/yyyy)<br>(if applicable) | Reason for leaving | Please provide brief details of duties and responsibilities |
|                                |           |         |                        |   |                    |   |

If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates. The information provided must provide a complete chronology from the age of 16; please ensure that there are **no gaps** in the history of your employment and other experience.

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## EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications.

| Education      |       |                |               |
|----------------|-------|----------------|---------------|
| Qualifications | Grade | Where Obtained | When Obtained |
|                |       |                |               |

| Membership Of Professional Bodies |                              |                   |                    |
|-----------------------------------|------------------------------|-------------------|--------------------|
| Professional Body                 | Level & method of membership | Membership Number | Date of Membership |
|                                   |                              |                   |                    |

| Training / Development |          |               |
|------------------------|----------|---------------|
| Subject                | Provider | Date Attended |
|                        |          |               |

## SUPPORTING INFORMATION

### Skills, Knowledge and Experience

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- **Ensure that the information you provide is well organised and relevant.**
- **It should show to that extent you have gained the skills and experience necessary for the post.**
- **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
- **Always remember to specify your responsibilities rather than those of your section or department**

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

|         |  |
|---------|--|
| Signed: |  |
| Date:   |  |