**APPLICATION FORM**

**FOR EMPLOYMENT**

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| --- |
| **Completed application forms  should be emailed to:** |
| recruitment@southbanktrust.co.uk |

|  |  |  |
| --- | --- | --- |
| **Post applying for** |  | |
|  | | |
| **School** |  | |
|  | | |
| **Application number** |  | (Official use) |
|  | | |
| * **Complete this form in type or black pen** * **Do not enclose a CV** * **All sections must be completed** | | |

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| **PERSONAL DETAILS** |

Further information about how the Trust uses, processes and stores your personal data is available in our Recruitment Privacy Notice, a copy of which is available at <https://excellearningtrust.org.uk/trust_policies/> or from the school on request.

|  |  |  |
| --- | --- | --- |
| Surname |  | Address |
|  |  |  |
| Forename(s) |  |
|  |  |
| Known As |  |
|  |  |
| Preferred Title (Mr, Ms, etc.) |  |
|  |  |
| Previous Names |  |
|  |  |
| Telephone number |  |
|  |  |
| Mobile number |  | City |
|  |  |  |
| Email address |  | Postcode |
|  |  |  |
| For Teachers – TRN/TPS Reference Number |  |  |
|  |  |  |

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| --- | --- | --- | --- | --- |
| Do you require a work permit? | Yes |  | No |  |
|  |  |  |  |  |
| If you already hold a work permit, when does it expire? |  | | | |

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| --- | --- | --- | --- | --- |
| **PRESENT OR MOST RECENT POST** | | | | |
| Post title | | |  | Name and address of employer/school |
|  | | |  |  |
| Date of appointment |  | Current pay scale or salary |  |
|  |  |  |  |
| Reason for leaving | | |  |
|  | | |  | Type of school (if applicable) |
| Main duties, (for teachers - including groups taught) | | |  |  |
|  | | |  | Number of pupils on roll (if applicable) |
|  |
| Age range of pupils (if applicable) |
|  |
|  | Notice period |
|  |  |
|  | Date of leaving (if applicable) |
|  |  |

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| **PREVIOUS EMPLOYMENT** | | | | | |
| Include paid or unpaid work with most recent first. Please list any periods of unemployment with reasons. Under Keeping Children Safe in Education, schools are required to obtain a full employment history since leaving school (including education, employment and voluntary work) including reasons for any gaps in employment. | | | | | |
| Post title | Employer | From | To | Duties | Reason for leaving |
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| **TRAINING/CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)** | | | | |
| Qualification | Date |  | Membership/Registration with Professional Bodies | |
|  |  |  | Professional Body | Date |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Courses** | | | | |
| Please give details of recent relevant training courses attended. Early Career Teachers are invited to outline key elements of their course and dissertation work. | | | | |
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| --- | --- | --- | --- | --- |
| **HIGHER EDUCATION** | | | | |
| Degree and post graduate qualifications | | | | |
| Where studied | Subject | Qualification | Grade | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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| **FURTHER EDUCATION** | | | | |
| A-Level or equivalent | | | | |
| School or College | Subject | Qualification | Grade | Date |
|  |  |  |  |  |
|  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **SECONDARY EDUCATION** | | | | |
| GCSE or equivalent | | | | |
| School | Subject | Qualification | Grade | Date |
|  | English Language |  |  |  |
|  | English Literature |  |  |  |
|  | Maths |  |  |  |
|  | Science |  |  |  |
|  |  |  |  |  |
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| If offered a post you will be asked for original evidence of your qualifications and the Trust reserves the right to approach any number of education providers to verify qualifications stated. | | | | |

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| **SUPPORTING INFORMATION** |
| Please provide additional information in support of your application, explaining how your skills, knowledge and experience make you a suitable candidate for this post. These may have been gained through paid employment, voluntary work, spare time activities or training. |
|  |
|  |
| Please continue on a separate sheet if necessary |

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| --- | --- | --- |
| **REFERENCES** | | |
| Please provide the name and address of two referees from whom the Trust may seek information regarding your suitability for employment. If you are currently employed, one of the referees **must** be your current employer. Otherwise, it must be your most recent employer. Family members, ex or current partner and close friends are not acceptable referees.  Please note that as this position involves working with children any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates). | | |
|  | | |
| **REFEREE 1** Current or most recent employer |  | **REFEREE 2** |
| Name | Name |
|  |  |
| Position | Position |
|  |  |
| Relationship to you | Relationship to you |
|  |  |
| Address | Address |
|  |  |
| City | City |
|  |  |
| Postcode | Postcode |
|  |  |
| Telephone number | Telephone number |
|  |  |
| Email address | Email address |
|  |  |

In line with government policy on safeguarding, Keeping Children Safe in Education, it is the Trust’s practice to take up references for shortlisted candidates before inviting for interview. If you have any concerns about this please email [recruitment@southbanktrust.co.uk](mailto:recruitment@southbanktrust.co.uk)

Please note that online checks will be carried out on all shortlisted candidates in line with Keeping Children Safe in Education.



EQUAL OPPORTUNITIES

IN EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| **Reference number** |  | (Official use) |

Excel Learning Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce and of those applying to work with us to encourage equality and diversity.

We need your help and co-operation to do this, but filling in this form is voluntary.

This page will not be seen by those responsible for shortlisting or interviewing applicants

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which post are you applying for?** | Teaching post |  | Support staff post |  |

**Gender**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Man |  | Woman |  | Intersex |  | Non-binary |  |
|  |  |  |  |  |  |  |  |
| Prefer not to say |  |  |  |  |  |  |  |

**Are you married or in a Civil Partnership?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

**Age**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-24 |  | 25-29 |  | 30-34 |  | 35-39 |  | 40-44 |  | 45-49 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 50-54 |  | 55-59 |  | 60-64 |  | 65+ |  | Prefer not to say | | |  |

**What is your ethnicity?**

|  |  |
| --- | --- |
| **Prefer not to say** |  |

**WHITE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| English |  | Welsh |  | Scottish |  | Northern Irish |  |
|  |  |  |  |  |  |  |  |
| British |  | Gypsy/Irish Traveller |  | Any other white background | | |  |

**MIXED OR MULTIPLE ETHNIC GROUPS**

|  |  |  |  |
| --- | --- | --- | --- |
| White and Black Caribbean |  | White and Black African |  |
|  |  |  |  |
| White and Asian |  | Any other Mixed or Multiple ethnic background |  |

**ASIAN OR ASIAN BRITISH**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Indian |  | Pakistani |  | Bangladeshi |  | Chinese |  |
|  |  |  |  |  |  |  |  |
| Any other Asian background | | | | | | |  |

**BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| African |  | Caribbean |  | Any other Black, African or Caribbean background |  |

**OTHER ETHNIC GROUP**

|  |  |  |  |
| --- | --- | --- | --- |
| Arab |  | Any other ethnic group |  |

**Do you consider yourself to have a disability or health condition?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Gay |  | Lesbian |  | Bisexual |  |
|  |  |  |  |  |  |  |  |
| Prefer not to say |  |  |  |  |  |  |  |

**What is your religion or belief?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No religion or belief |  | Buddhist |  | Christian |  | Hindu |  |
|  |  |  |  |  |  |  |  |
| Jewish |  | Muslim |  | Sikh |  | Prefer not to say |  |

If any other religion or belief, please write in here:

**Do you have caring responsibilities? If yes, please tick all that apply**

|  |  |  |  |
| --- | --- | --- | --- |
| None |  | Primary carer of a child/children under 18 |  |
|  |  |  |  |
| Primary carer of disabled child/children |  | Primary carer of disabled adult (18 and over) |  |
|  |  |  |  |
| Primary carer of older person |  | Secondary carer (another person is the main carer) |  |
|  |  |  |  |
| Prefer not to say |  |  |  |

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**Where did you see this post advertised?**

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