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| GUIDANCE FOR APPLICANTS | |
| Please complete all sections of this form using **black ink** or **type**.  The **equal opportunities** section of this application form **will be detached** prior to shortlisting.  Applications will only be accepted if this form is completed in full. | |
| **DATA PROTECTION NOTICE:** Throughout this form, we ask for some personal data about you. Further information about how the Trust uses, processes and stores your personal data is available in our [Recruitment Privacy Notice](https://excellearningtrust.org.uk/wp-content/uploads/2022/06/Recruitment-Privacy-Notice-v2.pdf), a copy of which is available on our [Careers website](https://excellearningtrust.org.uk/careers/) or from [our schools](https://excellearningtrust.org.uk/our-schools/) on request. | |
| **Completed application forms should be emailed to** [**recruitment@elt.org.uk**](mailto:recruitment@elt.org.uk?subject=Application%20for%20employment) | |
| APPLICATION FOR EMPLOYMENT | |
| Position applying for |  |
| School/Location |  |
| PERSONAL DETAILS | |
| Surname |  |
| First name/s |  |
| Known as |  |
| Preferred title  (Mr, Mrs, Dr etc) |  |
| Previous name/s |  |
| National Insurance number |  |
| TRN/TPS  Reference Number  (FOR TEACHERS ONLY) |  |
| Signature  If you are shortlisted for interview, you will be asked to physically sign a copy of your application form to confirm that it is an accurate record. |  |

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| CONTACT DETAILS | |
| Address |  |
| Postcode |  |
| Home telephone |  |
| Mobile number |  |
| Email address |  |

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| RIGHT TO WORK IN THE UK | | |
| Do you have the right  to work in the UK? | Yes | No |
| Do you require a  work permit? | Yes | No |
| If you already hold a work permit, when does it expire? |  | |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. | | |

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| TIME SPENT LIVING AND/OR WORKING OVERSEAS | | |
| If you have lived and/or worked outside of the UK in the last 5 years, any job offer may be conditional upon further checks the Trust considers appropriate in order to comply with safer recruitment requirements. **These would be in addition to the usual pre-employment checks.** | | |
| Have you spent time living and/or working outside of the UK? | Yes | No |
| If **YES**, please provide details including relevant dates, details and countries. | | |
| Dates | Details and countries | |
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| EMPLOYMENT HISTORY: CURRENT OR MOST RECENT EMPLOYMENT | |
| Job title |  |
| Start date |  |
| Current pay scale/salary |  |
| Name of employer |  |
| Employer’s address |  |
| Type of school (if applicable) |  |
| Notice period required |  |
| Reason for leaving |  |
| Leaving date (if applicable) |  |
| Main duties (for teachers, please include any details of groups taught)  (300 words max) |  |

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| EMPLOYMENT HISTORY: PREVIOUS EMPLOYMENT | | | | | |
| **Please include all paid and unpaid work with the most recent positions first.**  Under Keeping Children Safe in Education, schools are required to obtain a full employment history since leaving school (including education, employment and voluntary work).  **Please include all periods of employment, unemployment and the reasons for any gaps in this section.** | | | | | |
| Job title | Employer | Start date | End date | Main duties | Reason/s  for leaving |
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| PROFESSIONAL MEMBERSHIPS / AFFILIATIONS | |
| Please provide details of your membership/registration with professional bodies. | |
| Date | Professional body |
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| CONTINUING PROFESSIONAL DEVELOPMENT | |
| Please provide details of CPD or recent, relevant training courses undertaken. Early Career Teachers are invited to outline the key elements of their course and dissertation work. | |
| Date | Course title / provider |
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| EDUCATION | | | | |
| If you are offered a post, you will be asked to provide evidence of all your qualifications and the Trust reserves the right to approach any number of education providers to verify qualifications stated. | | | | |
| HIGHER EDUCATION | | | | |
| Please provide details of degree and post graduate qualifications. | | | | |
| Date | Subject | Level | Grade | Establishment |
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| FURTHER EDUCATION | | | | |
| Please provide details of A Level / equivalent qualifications. | | | | |
| Date | Subject | Level | Grade | Establishment |
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| SECONDARY EDUCATION | | | | |
| Please provide details of GCSE / equivalent qualifications. | | | | |
| Date | Subject | Level | Grade | Establishment |
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| SUPPORTING INFORMATION |
| Please provide additional information in support of your application, outlining how your skills, knowledge and experience meet the essential criteria for the position applied for. |
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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. Note that family members, ex or current partners and close friends are not acceptable as referees.  As this position involves working with children, please be aware that 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).  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@elt.org.uk](mailto:recruitment@elt.org.uk)  Please note that online checks will be carried out on all shortlisted candidates in line with Keeping Children Safe in Education. | |
| REFEREE | |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Relationship to you |  |
| REFEREE | |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Email |  |
| Relationship to you |  |

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| ASSOCIATION WITH EMPLOYEES / GOVERNORS / TRUSTEES / MEMBERS OF THE TRUST | | |
| Do you have a close association or relationship with any employee / governor / trustee or member at the Trust? | Yes | No |
| **If yes**, please give details including the nature of and the name of the person with which there is an association / relationship. |  | |

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| EQUAL OPPORTUNITIES IN EMPLOYMENT |
| 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 those applying to work with us to encourage equality and diversity. We need your help and co-operation in order to do this, **but completing this section of the application form is voluntary.**  The data collected in this section **WILL NOT BE SEEN** by those responsible for shortlisting or interviewing candidates. |

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| SEX AND GENDER IDENTITY | | | |
| Please select an option from the list on the right | Man  Woman | Intersex  Non-binary | Other  Prefer not to say |
| If **other**, please provide details: |  | | |
| Is the gender you identify with  the same as your sex registered at birth? | Yes | No | Prefer not to say |

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| WHAT IS YOUR SEXUAL ORIENTATION? | | | |
| Please select an option from the list on the right | Heterosexual  Gay  Lesbian | Bisexual  Asexual  Pansexual | Undecided  Other  Prefer not to say |
| If **other**, please provide details: |  | | |

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| AGE | | | |
| Please select an option from the menu on the right | Under 25  25-29  30-39 | 40-49  50-59 | 60+  Prefer not to say |

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| DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY OR HEALTH CONDITION? | | | |
| Please select an option from the menu on the right | Yes | No | Prefer not to say |

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| WHAT IS YOUR RELIGION OR BELIEF? | | | |
| Please select an option from the menu on the right | No religion/belief  Buddhist  Christian | Hindu  Jewish  Muslim | Sikh  Other  Prefer not to say |
| If **other**, please provide details: |  | | |

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| WHAT IS YOUR ETHNICITY? | | |
| Prefer not to say |  | |
| WHITE | | |
| Please select an option from the menu on the right | English  Welsh  Scottish  Northern Irish | British  Gypsy/Irish Traveller  Any other white background |
| MIXED OR MULTIPLE ETHNIC GROUPS | | |
| Please select an option from the menu on the right | White and Black Caribbean  White and Black African | White and Asian  Any other mixed or multiple ethnic group |
| ASIAN OR ASIAN BRITISH | | |
| Please select an option from the menu on the right | Indian  Pakistani  Bangladeshi | Chinese  Any other Asian |
| BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH | | |
| Please select an option from the menu on the right | African  Caribbean | Any other Black, African or Caribbean |
| OTHER ETHNIC GROUP | | |
| Please select an option from the menu on the right | Arab | Other |
| If **other**, please provide details: |  | |

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| DO YOU HAVE CARING RESPONSIBILITIES? (Tick all that apply) | |
| Primary carer of a child / children under 18 |  |
| Primary carer of disabled child / children |  |
| Primary carer of disabled adult (18+) |  |
| Primary carer of older person |  |
| Secondary carer (another person is the main carer) |  |
| Prefer not to say |  |
| None / not applicable |  |

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| SOCIAL MOBILITY QUESTIONS | |
| The Social Mobility Commission (SMC) are an independent advisory non-departmental public body set up to assess progress in improving social mobility and to promote social mobility in England. They state that knowing the socio-economic background of current and potential employees is useful and, as a result, recommend that all organisations ask the following three questions to improve data collection around socio-economic background. **Please note that answering these questions is voluntary.** | |
| What was the occupation of your main household earner when you were about age 14? |  |
| Which type of school did you attend for the most time between the ages of 11 and 16? |  |
| If you finished school after 1980, were you eligible for free school meals at any point during your school years? |  |

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| WHERE DID YOU SEE THIS POSITION ADVERTISED? | | |
| Please select an option from the menu on the right | Trust website  School website  Local Authority website  Teaching vacancies (gov.uk) | TES  Indeed  Other |
| If **other**, please provide details: |  | |