Application Form

Support Staff

Please complete this form in **black ink** or typescript.

Please return to: [jmason@calderlearningtrust.com](mailto:jmason@calderlearningtrust.com)

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| **POST APPLIED FOR** | |
| Application for appointment as: (Job Title) | School applying to: |
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| How did you first learn of this vacancy?  If you have been referred by a trust employee, please provide their full name. | |
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| Date you are able to commence duty: |  |
| Continuous Service Date (If applicable): |  |

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| **PERSONAL DETAILS** | | | | | | | |
| Title: |  | | Surname: |  | Name: | |  |
| Home Address: |  | | | National Insurance No: | |  | |
| Telephone (preferred): | |  | | Date of Birth: | |  | |
| Telephone (second contact): | |  | | Email: | |  | |

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| **QUALIFICATIONS** | | | |
| **Secondary, Further and higher Education.** | | | |
| Institution | Dates(From/To) | Full or Part Time | Qualifications obtained (with Subjects/Grades) |
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| If any course you have taken has been extended beyond the normal period, state reason and period of extension. Please also **account for any gaps** in your education. | | | |
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| **In Service Training and other qualifications obtained.** | | | |
| Please supply details of In Service Training and other relevant qualifications undertaken in the last five years and list on a separate sheet then attach to this form. | | | |
| Training Provider. | Subject. | Duration. | Qualifications Obtained (If applicable). |
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| **Continued Professional Learning (CPD).** | | | |
| Please give details (including dates) of subsequent qualifications, training or research. Continue on a separate sheet if required. | | | |
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| **WORK EXPERIENCE** | | | | |
| **Work Experience present (or most recent) Post.** | | | | |
| LA | Name, Type and | Position Held (Including main | Scale of Post | Date |
| (If | Size of School (If | subjects taught, special posts, if any) | and Salary. | appointed |
| applicable). | Independent please give full | State if full or part time. | Please state any allowances | (From/To). |
|  | address). |  | received. |  |
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| Please give brief reasons why you are leaving/have left this post: | | | | |
| **Previous Employment – Please arrange in chronological order.** | | | | |

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| Name and employer and nature of business. | Position held and brief outline of responsibilities. | | | Salary Details. | | Date appointed (From/To). | |
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| Please give reasons for leaving this post: | | | | | | | |
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| Please give reasons for leaving this post: | | | | | | | |
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| Please give reasons for leaving this post: | | | | | | | |
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| Please give reasons for leaving this post: | | | | | | | |
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| Please give reasons for leaving this post: | | | | | | | |
| **Other Work Experience.** | | | | | | | |
| Name of Employer. | | Nature of Employment. | Full or Part Time. | | From. | | To. |
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| **Employment Gaps.** | | | | | | | |
| Please provide details of any employment gaps since leaving school, and give the reasons for the gap. | | | | | | | |
| Start date. | | End date. | Reason for employment gap. | | | | |
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| **OVERSEAS INFORMATION** |

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| Have you lived / worked outside of the UK in the last 5 years for 3 months or longer? Yes / No (please circle / delete).  If you have answered yes, please provide details below: |
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| **Right to work in the UK.** |
| The Calder Learning 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.  Find out more about how The Calder Learning Trust recruits teachers from overseas in [guidance from the](https://www.gov.uk/guidance/recruit-teachers-from-overseas) [Department of Education.](https://www.gov.uk/guidance/recruit-teachers-from-overseas) |

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| **SUPPORTING STATEMENT** |
| Please provide a supporting statement of no more than two A4 pages detailing: How you meet the job description and person specification;  What your main qualities and experiences are and how they relate to the job description and person specification.  This can be attached separately if you wish. |
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| **REFERENCES** | | | |
| Please nominate two references. **Your current employer should be one of your referees.** Referees  should have direct knowledge of your professional capabilities and performance and should **not be a family member.** | | | |
| As the Calder Learning Trust is an educational establishment we are obliged to follow [Safeguarding](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)  [Children and Safer Recruitment in Education Legislation](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf) Therefore, please be aware references will be requested prior to interview. | | | |
| 1. Name: |  | | |
| Address: | | Telephone: |  |
|  | | Email: |  |
| Relationship: |  |
| 2. Name: |  | | |
| Address: | | Telephone: |  |
|  | | Email: |  |
| Relationship: |  |

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| **CANDIDATE DECLARATION AND CONFIRMATION** |
| **Declaration of any relevant convictions and cautions:** |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  If you are shortlisted for interview, you will be asked to declare if you have any relevant convictions or cautions. Guidance about weather a conviction or caution should be disclosed can be found on the  Ministry of Justice Website ([https://www.gov.uk/government/publications/new-guidance-on-the-](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) [rehabilitation-of-offenders-act-1974](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)). |
| **Data Protection** |
| All information you send to us is strictly confidential and will be used for the purposes of this recruitment  process only. It will be processed and held in accordance with the principles of the Data Protection Act and General Data Protection Regulations (2018) |
| **Candidate Declaration** |
| By submitting this form, you are confirming that the information contained within it is true and complete. Any false or misleading information may result in an offer of employment being withdrawn, or your dismissal if discovered after your employment has commenced. Completed application forms should be  submitted to the email address at the top of the first page. |

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| **SIGN AND DATE** | |
| Name: (please print) |  |
| Sign: |  |
| Date: |  |

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| **EQUAL OPPORTUNITIES MONITORING DATA** | |
| For Office Use Only | |
| Applicant Number: |  |
| Date Received: |  |
| Application for the post of: |  |

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| **AGE** | | | | | | | |
|  | 16-19 years |  | 20-24 years |  | 25-29 years |  | 30-34 years |
|  | 35-39 years |  | 40-44 years |  | 45-49 years |  | 50-54 years |
|  | 55-59 years |  | 60+ years |  | Rather not say |  | |

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| **ETHNIC ORIGIN** | | | | | |
| Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background. | | | | | |
| **White** | | **Mixed** | | **Asian or Asian British** | |
|  | White British |  | Mixed White & Black Caribbean |  | Asian Indian |
|  | White Irish |  | Mixed White & Black African |  | Asian Pakistani |
|  | White Other |  | Mixed White & Asian |  | Asian Bangladeshi |
|  | |  | Mixed Other |  | Asian Other |
| **Black or Black British** | | **Chinese or Other** | | **Undefined** | |
|  | Black Caribbean |  | Chinese |  | Rather not state |
|  | Black African |  | Other |  | |
|  | Black Other |  | |

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| **GENDER** | | | | | | | |
|  | Male |  | Female |  | Other |  | Rather not state |
| If ‘other’ please state: | | | | | | | |

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| **DISABILITY** | | | | |
| Do you consider yourself to have a disability? |  | Yes |  | No |

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| **SEXUAL ORIENTATION (Optional)** | | | |
|  | Heterosexual |  | Bisexual |
|  | Gay Man |  | Rather not state |
|  | Gay Woman |  | |

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| **RELIGIOUS BELIEF / FAITH** | | | |
|  | Christian Denominations |  | Jewish |
|  | Buddhist |  | Other |
|  | Hindu |  | No Religion |
|  | Muslim |  | Rather not state |
|  | Sikh |  | |