

**We ask that you include all relevant information on this form**

**Please do not send CVs or references**

**Please return your completed application to: Gill Smith, Northern Learning Trust, Cheviot House, Beaminster Way, Kingston Park, Newcastle, NE3 2ER or email to:** [**admin@northernlearningtrust.org.uk**](mailto:admin@northernlearningtrust.org.uk)

**By returning this form you confirm that you have read and understood our Job Applicant Privacy Notice**

**Please**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post applied for:** | | | |
|  | | | |
| **Name:** | | | |
|  | | | |
| **Address:**  **Post code:** | **Day telephone:**  **Mobile telephone:**  **Email:** | | |
|  | | | |
| **Support Needs**  **Do you have any support needs if asked to attend an interview? Yes No**  **If yes please give details below – e.g. use of interpreter, wheelchair accessibility:** | | | |
|  | | | |
| **Are you entitled to work in the UK? Yes No** | | | |
|  | | | |
| **Do you have a current full UK driving licence?** | | **Yes** | **No** |
| **Do you have access to a vehicle ?** | | **Yes** | **No** |
|  | | | |
| **Declaration**  I declare that the information on this form is true and complete. I understand that any wilful mis-statement or omission renders me liable to dismissal if engaged.  **Signature: Date:** | | | |

**SECTION 2 – EMPLOYMENT HISTORY**

**Please provide a full history of employment and education explaining any gaps.**

Please give details of your current or, if unemployed, most recent employment

|  |  |
| --- | --- |
| **Job title:**  **Brief description of your duties and responsibilities:**  **From: To: Salary:**  **Employers name and address:**  **Reasons for wishing to leave:**  **Notice required:** | |
|  | |
| **References:**  Please give names and addresses of two people who we may approach for a reference. One of them should be your present or most recent employer.  It is company policy to request references for candidates who are shortlisted. Please indicate clearly if you do *not* wish a particular referee to be contacted prior to interview. | |
| **Name:** | **Name:** |
| **Job title: (if applicable)** | **Job title: (if applicable)** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |
| **Email:** | **Email:** |
| **Contact prior to interview? Yes No** | **Contact prior to interview? Yes No** |

**Previous employment history**

Please duplicate this sheet if more space is required.

|  |  |  |
| --- | --- | --- |
| **From:** | **To:** | **Job title:** |
| **Employers name and address:** | | **Brief description of main duties:** |
| **Reason for leaving:** | | |
|  | | |
| **From:** | **To:** | **Job title:** |
| **Employers name and address:** | | **Brief description of main duties:** |
| **Reason for leaving:** | | |
|  | | |
| **From:** | **To:** | **Job title:** |
| **Employers name and address:** | | **Brief description of main duties:** |
| **Reason for leaving:** | | |
|  | | |
| **From:** | **To:** | **Job title:** |
| **Employers name and address:** | | **Brief description of main duties:** |
| **Reason for leaving:** | | |
|  | | |
| **From:** | **To:** | **Job title:** |
| **Employers name and address:** | | **Brief description of main duties:** |
| **Reason for leaving:** | | |

**SECTION 3 – EDUCATION AND TRAINING**

Please start with the most recent qualification obtained

|  |  |  |
| --- | --- | --- |
| **School/College/University/Training Provider** | **Qualification(s) obtained** | **Date** |
|  |  |  |
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| --- |
| **Any other relevant courses attended:** |
| **Details of any professional membership:** |
| **Details of other activities relevant to the post applied for:** |

**SECTION 4 – INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use the space below to explain how your skills and experience meet the person specification. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

**REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE OF PREVIOUS CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974. You should tell us about any convictions or cautions you may have, even if they are considered to be “spent” under this act.

The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

In the event of your application being successful Northern Learning Trust will request an enhanced disclosure from The Disclosure and Barring Service.

Information received from the DBS will be kept in strict confidence. It will be stored securely during the recruitment and selection process. The information will be destroyed once the process is completed. The disclosure or a criminal record will not affect your chances for a post unless the selection panel considers that the conviction makes you unsuitable for appointment.

In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust’s Equal Opportunities Policy.

If you do not make known a conviction, you may be disqualified from your appointment or could be dismissed if this later comes to light.

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF ANY PREVIOUS CONVICTIONS**

You must include (i) Nature of offence (ii) Date committed, (iii) Any other relevant factors

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

**Equal Opportunities Monitoring Form**

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.**

Thank you for your assistance.

**About the vacancy**

Please state which job you have applied for and the closing date given for applications.

|  |  |
| --- | --- |
| Job applied for: | ................................................... |
| Closing date for applications: | ................................................... |

**Where did you hear about this job (please tick)?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Newspaper (please specify)  …………………… | [ ] | Friend | [ ] | Recruitment company | [ ] |
| Company website | [ ] | Other website (please specify)  …………………… | [ ] | Other (please specify)  …………………… | [ ] |

**Gender**

What is your gender (please tick)?

|  |  |
| --- | --- |
| Male | [ ] |
| Female | [ ] |
| Prefer not to say | [ ] |

(If you are undergoing gender reassignment, please use the gender you identify with.)

**Gender identity**

Do you identify as transgender/transsexual?

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

**Ethnic group**

How would you describe your nationality and/or ethnicity (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A**  **White:** |  | **B**  **Mixed race:** |  | **C**  **Asian or Asian British:** |  |
| British - English, Scottish or Welsh | [ ] | White and Black Caribbean | [ ] | Indian | [ ] |
| Irish | [ ] | White and Black African | [ ] | Pakistani | [ ] |
| Other White background | [ ] | White and Asian | [ ] | Bangladeshi | [ ] |
|  |  | Other Mixed background | [ ] | Other Asian background | [ ] |
| **D**  **Black or Black British:** |  | **E**  **Chinese and other groups:** |  |  |  |
| Caribbean | [ ] | Chinese | [ ] | Prefer not to say | [ ] |
| African | [ ] | Other ethnic group | [ ] |  |  |
| Other Black background | [ ] |  |  |  |  |

**Age**

What is your age (please tick)?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16–17 | [ ] | 18–21 | [ ] | 22–30 | [ ] | 31–40 | [ ] | 41–50 | [ ] |
| 51–60 | [ ] | 61–65 | [ ] | 66–70 | [ ] | 71+ | [ ] | Prefer not to say | [ ] |

**Sexual orientation**

How would you describe your sexual orientation (please tick)?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual / straight | [ ] | Bisexual | [ ] | Prefer not to say | [ ] |
| Gay man | [ ] | Gay woman / lesbian | [ ] | Other | [ ] |

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Partially | No |
| At home | [ ] | [ ] | [ ] |
| With colleagues | [ ] | [ ] | [ ] |
| With your manager | [ ] | [ ] | [ ] |
| At work generally | [ ] | [ ] | [ ] |

**Religion or belief**

Please describe your religion or other strongly-held belief.

|  |  |
| --- | --- |
| I would describe my religion or belief as: | ................................................. |
| I have no particular religion or belief | [ ] |
| Prefer not to say | [ ] |

**Disability**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ] | No | [ ] |
| Used to have a disability but have now recovered | [ ] | Don't know | [ ] |
| Prefer not to say | [ ] |  | |