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**Please email your application form to** **recruitment@spt.ac.uk** **once completed**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

To enable us to process your application form, please ensure that all relevant information is completed. Checks may be undertaken to verify the information supplied on this form. Please complete in black ink or type. All applications will be treated in strictest confidence.

**TION FOR TEACHING EMPLOYMENT**

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| PERSONAL DETAILS |

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| --- | --- |
| **Post Applied for** |  |
| **Title** |  |
| **Surname** |  |
| **First Name(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Daytime Tel No** |  |
| **Home Tel No** |  |
| **Mobile Tel No** |  |
| **Email address** |  |
| **National Insurance No** |  |
| **TRN No (if Applicable)** |  |
| **Please delete as appropriate****Are you subject to any legal restrictions in respect of your employment in the UK?** | **Yes/No** |
| **Do you require a work permit?** | **Yes/No** |

**TION FOR T**

**EACHING EMPLOYMENT**

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| EDUCATION AND QUALIFICATIONS |

Please give details of all qualifications you have gained starting with your secondary education to the present day.

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| --- | --- | --- | --- | --- | --- |
| Name of Establishment | **From** | **To** | **Qualifications Awarded, including****Grade, Level, Class and Subjects Studied** | **Full-time or Part-time** | **Date Qualification Awarded** |
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| EMPLOYMENT EXPERIENCE |

Starting with the most recent please list any other positions held and include whether the position was full time or part time. Please provide an explanation for any gaps in your employment history. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Please give the name and address of your current or latest employer** |  |
| **Date Employed From** |  |
| **Date Employed To** |  |
| **Reason for leaving** |  |
| **Post Held** |  |
| **Salary/Wage (Gross)** | **£** |
| **What period of notice are you required to give?** |  |
| Please give a brief description of your main duties and responsibilities. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position Held and Brief Description of Duties** | **From** | **To** | **Reason for Leaving** |
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| SUPPORTING STATEMENT |

A supporting statement must be submitted with this application indicating why you have applied for the position. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the person specification. Please note, if there is no supporting statement with your application, you may not be shortlisted for interview.

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| REFERENCES |

Please provide details of two employment referees who can comment on your suitability for the post. One should be your current or most recent employer. If you are in or just completed full time education, one reference should be from your school, college or university. We cannot accept references from relatives or friends and may take additional references in respect of previous employers from those provided without notification to you where this involved working with children, young people or vulnerable adults.

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| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Position**  |  | **Position** |  |
| **Relationship****to you**  |  | **Relationship****to you** |  |
| **Address including postcode**  |  | **Address including postcode**  |  |
| **e-mail address**  |  | **e-mail address** |  |
| **Tel No**  |  | **Tel No** |  |
| **References will be requested for shortlisted applicants prior to interview. Please tick box below if not convenient** |
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| RELATIONSHIP/CONFLICT OF INTEREST |

Please state whether (to your knowledge) you are related to, or have a close personal relationship with any employee of Stamford Park Trust or any member of the board of Trustees?

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| DATA PROTECTION / KEEPING CHILDREN SAFE IN EDUCATION  |

In submitting this application, I agree to Stamford Park Trust processing and storing information about me, including the sensitive personal data I have provided which will be used for monitoring purposes only.

As part of Keeping Children Safe in Education (KCSIE) Stamford Park Trust will carry out checks on social media handles if you are shortlisted for interview. HR will confirm this in the invite to interview and ask which social media accounts you hold.

I have read and agree with the statement and agree to social media checks being carried out

Signed:       Date:

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| DISCLOSURE AND BARRING AND RECRUITMENT CHECKS |

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.

**Do you have a DBS certificate?:** ☐ Yes ☐ No Date of check:

If you’ve lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last [5 years]?:** ☐ Yes ☐ No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

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| DECLARATION |

I declare that the particulars given are correct and I have not withheld any facts that may unfavourably affect my application. I accept that to withhold or falsify information could result in disciplinary action

Signed:       Date:

******Equal Opportunities Form**

Stamford Park 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 in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

If you have any questions about the form, please contact HR at humanresources@spt.ac.uk.

Once you have completed this form (completion is optional), please return it to the HR department.

**Gender** Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ]

If you prefer to use your own gender identity, please write in:

**Is the gender you identify with the same as your gender registered at birth?**

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 [ ]

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

*Disability is defined by the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on someone’s ability to carry out normal day-to-day activities.*

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

What is the effect or impact of your disability or health condition on your 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 ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**Asian or Asian British**

Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  Chinese [ ]  Prefer not to say [ ]

Any other Asian background, please write in:

**Black, African, Caribbean or Black British**

African [ ]  Caribbean [ ]  Prefer not to say [ ]

Any other Black, African or Caribbean background, please write in:

**Mixed or Multiple ethnic groups**

White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  Prefer not to say [ ]

Any other Mixed or Multiple ethnic background, please write in:

**White**

English [ ]  Welsh [ ]  Scottish [ ]  Northern Irish [ ]  Irish [ ]  British [ ]

Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in:

**Other ethnic group**

Arab [ ]  Prefer not to say [ ]

Any other ethnic group, please write in:

**What is your sexual orientation?**

Heterosexual [ ]  Gay [ ]  Lesbian [ ]  Bisexual [ ]

Asexual [ ]  Pansexual [ ]  Undecided [ ]  Prefer not to say [ ]

If you prefer to use your own identity, please write in:

**What is your religion or belief?**

No religion or belief [ ]  Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]

Muslim [ ]  Sikh [ ]  Prefer not to say [ ]

If other religion or belief, please write in:

**What is your working pattern?**

Full-time [ ]  Part-time [ ]  Prefer not to say [ ]

**What is your flexible working arrangement?**

None [ ]  Flexi-time [ ]  Staggered hours [ ]  Term-time hours [ ]  Annualised hours [ ]

Job-share Flexible shifts Compressed hours Homeworking Prefer not to say

If other, please write in:

**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 carries out the main caring role) [ ]

Prefer not to say [ ]

**Thank you for taking the time to complete this form**

I give Stamford Park Trust permission to use my data, as collated in the completion of this form, for the purposes stated below.

Name:

Signed:

Date:

Stamford Park Trust is committed to recruit, retain and develop a workforce that reflects the diverse communities that we serve. The trust will continually strive to encourage and manage diversity through the development and value of positive policies to promote equality of opportunity for all, ensuring that all existing and prospective members of staff are treated in a fair and equal manner regardless of the employee’s age, disability, gender reassignment, gender identity, marriage / civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The information provided on this form will be treated in the strictest confidence, and will not be seen by anyone within the trust outside of the HR department. Any information provided will be used for statistical analysis, including analysis in relation to diversity in recruitment practices, development opportunities, grading structures and geographical diversity. No data will be published or used in a way that allows an individual to be identified. Data relating to potential members of staff who are unsuccessful in gaining employment will be retained for a period of 6 months, at which point it will be destroyed. Data relating to members of staff will be retained for the period of their employment only; once their employment has ended with the trust, this data will be destroyed. Completion of this form is optional; please indicate in the relevant section above that you do or do not give your express permission for your personal data to be used only for the purposes stated.

**Please email your application form to** **recruitment@spt.ac.uk** **once complete**