



Please complete this form in full.

**Please write or type in black**

A CV may be sent but the application must also be completed.

For official use only

S/List: Yes/No

Letter sent re interview

Interview Date

Ref requested  received

Offered/Rejected

Accept/Reject Post

<p><b>Personal Details</b></p> <p>Surname.....</p> <p>Previous names .....</p> <p>First Name(s).....</p> <p>Mobile no .....</p> <p>National Insurance No.....</p>	<p>Address .....</p> <p>.....</p> <p>.....</p> <p>Post Code .....</p> <p>Home telephone .....</p> <p>Email .....</p>
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**Education & Qualifications** from aged 11 years. Proof of qualifications may be required.

Date From	Date To	School, College, University	Qualifications	Grades	Date of Qualification
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**Training Courses**

<u>Course Title</u>	<u>Training Company</u>	<u>Date (From/To)</u>	<u>Qualifications gained</u>
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**Employment History**  
Please include your current employment and list in chronological order, starting with the most recent. Include all work including temporary and voluntary work.

<u>Name &amp; Address of Employer</u>	<u>Post Held</u>	<u>From-to</u> MM/YY	<u>Salary</u>	<u>Reason for Leaving</u>
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## Warnings and Disciplinary Issues

This section should be completed by applicants applying for posts involving work with children or vulnerable adults only.

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?

Yes / No

Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.

Reason for warning	Date	Name/Address of Employer
<b>Additional Information</b>		

## Rehabilitation of Offenders Act 1974

The Trust has a legal responsibility to ensure that no person working with children has been convicted of, or received a caution or bind over in relation to, an offence of a nature which makes it undesirable for that person to work with children. The Trust will therefore make enquires of the Police before employing people whose work will involve access to children. For these reasons, the Trust will require an Enhanced Criminal Records with Barred List Check before any post offer is made.

**Do you hold an Enhanced Criminal Records with Barred List Check Certificate** Yes / No

If yes, please state the number ..... and date of your certificate .....

## References

Please give the names of two referees, who will be able to comment on your character and any skills or experience relevant to your volunteering, and who have agreed to give references. In line with Safer Recruitment processes, we will call references prior to meeting with you.

**Any offer will be subject to receipt of satisfactory references.**

Name .....

Occupation .....

Address .....

..... Postcode ..... Telephone .....

E-mail .....

Name.....

Occupation.....

Address .....

..... Postcode ..... Telephone.....

E-mail .....

If you do not wish us to contact your referees prior to interview, please tick the boxes

**Note:** We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in "Previous Employment" on this form. As volunteering may involve working with children or vulnerable adults, an offer will not be made without 2 satisfactory references.

## Additional Information

Do you hold a current driving licence? **Yes / No**  
If yes, please state the type of licence held .....

Details of any endorsements .....

Are you related to any trustees or existing employees of the Education Futures Trust? **Yes / No**

If 'YES', please give details (stating name and role):

## Declaration

I declare that the information given is correct. I understand that seeking to influence a member of the Trust with regard to my application, or failure to disclose any information relating to criminal convictions as explained above or providing false statements will disqualify my application or result in dismissal without notice.

Signed: ..... Date: .....

**Personal Statement:** Please use this space to tell us a little bit about yourself.

You could tell us: What volunteering you would like to take part in?

What experience you have?

What are your hobbies or interests are?

What you would like to do in the future?

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## Confidential

### Equal Opportunities in Employment – Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your application.

<p><b>General Guidance</b></p> <p>The Education Futures Trust is an Equal Opportunities Employer and is committed to personnel policies which do not discriminate on grounds of race, colour, nationality, ethnic or national origin, disability, gender, religion, age, marital status, sexual orientation or medical condition (including people living with HIV or AIDS). For this reason recruitment and selection procedures have been adopted which aim to avoid any unfair discrimination on these grounds during consideration of applicants for employment.</p> <p>To measure the effectiveness of its equal opportunities policies, the Education Futures Trust needs to carry out detailed monitoring of the whole of the recruitment process. You are therefore asked, as a candidate for appointment, to complete this part of the application form in order that we can collate information regarding the ethnic origin, gender and disabilities of all applicants. This will help us to see whether we are, in fact, receiving applications from all sections of the community and also assist us in checking that candidates receive fair and equal treatment at all stages.</p> <p>Please be assured that this information is not required as part of the selection process and will not be made available to those persons assessing candidates and making appointments.</p>	<p><b>Job applied for:</b></p> <p>Post no: _____</p> <p>Post title: _____</p> <p>Salary/Grade: _____</p> <p>Applicant's last name: _____</p> <p>Initials: _____</p> <p>Date of Birth: _____ Age: _____</p> <p>Marital status: _____</p> <p>Gender: _____</p> <p>From which source did you learn of this vacancy?.....</p> <p>Are you related to any senior manager of the Education Futures Trust or any of the Education Futures Trust Trustees?    YES / NO</p> <p>If Yes, please give details.....</p> <p>.....</p>
<p><b>Ethnic Origin Guidance</b></p> <p>This is the origin of your family rather than your nationality.</p> <p>For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific.</p> <p>Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description.</p>	<p><b>Ethnic Origin</b></p> <p><b>a. White</b></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p><b>b. Mixed</b></p> <p>White and Black Caribbean <input type="checkbox"/></p> <p>White and Black African <input type="checkbox"/></p> <p>White and Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p><b>c. Asian or Asian British</b></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Other Asian background within c. <input type="checkbox"/></p> <p><b>d. Black or Black British</b></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Other Black background within d <input type="checkbox"/></p> <p><b>e. Other ethnic groups</b></p> <p>Chinese <input type="checkbox"/></p> <p>Gypsy/Roma <input type="checkbox"/></p> <p>Travellers of Irish Heritage <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p>
<p><b>Disability Guidance</b></p> <p>Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.</p> <p>If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.</p>	<p><b>Disability</b></p> <p>Do you consider yourself to have a disability?                    YES/NO</p> <p>If YES, please describe your disability.</p> <p>If you need assistance to attend or participate in the interview, please give details</p>
<p><b>Data Protection Act 1998</b></p> <p>I consent to the data on this form being used for statistical purposes to assist The Education Futures Trust in the monitoring of equal opportunities.</p>	
<p><b>Signed</b> _____</p>	<p><b>Date</b> _____</p>