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| Final logo | | | |  | | --- | | For official use only  S/List: Yes/No  Letter sent re interview  Interview Date  Ref requested received  Offered/Rejected  Accept/Reject Post |   *Please complete this form in full*.  **Please write or type in** **black and include a letter of application with this form.** Within your letter please outline how you comply with the person specification and job description of the post applied for. A CV or application form alone is not acceptable. | | | | |
| Personal Details Surname………………………………………………………..…  Previous names ……………………………………………….  First Name(s)…………………………………………………….  National Insurance No…………………………..…………  **Teachers only**  Are you registered with the GTC Yes/No  Do you have Qualified Teacher Status Yes/No | | | | | Address .…………………………………….………………………..  ……………………………………………………………………………  ……………………………………………………………………………  Post Code ……………………..……………………………………  Mobile no ……………………………………………………………  Home telephone …….…………………..………………………  Email ………..………………………………………………………… | | |
| **Post Applied For:** | | | | | | | |
| Name and address of employer: (incl. County) Job Title ………………………………………………….…………….. ………………………………………………………………………………. Date started current post……………………………………….  ………………………………………………………………………………. Date commenced with employer………………………….  ……………………………………………………………………… Salary/Wage/Benefits….………………………………………….  Briefly describe your present job; its main purpose and your responsibilities:  Notice required/earliest date upon which you could take up appointment ………………………………. | | | | | | | |
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| **Education & Qualifications** from aged 11 years. Proof of qualifications will be required. | | | | | | | |
| **Date From**  …………  ………………………………………………………………………………………………………………………………………………………………. | **Date To**  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ………………………………………………………………………………………………………………………. | **School, College, University**  …………………………  …………………………  …………………………  …………………………  …………………………  …………………………  …………………………  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | **Qualifications**  ………………………………………………  ………………………………………………  ……………………………………………...  ………………………………………………  ………………………………………………  ………………………………………………  ……………………………………….……..  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | **Grades**  ………………….....................................................................................................................................................................................................................................................................................................................................................................................................................………………………………………………………………………. | **Date of Qualification**  ………………………………………………………………  ………………………………………………………………  ……………………………………………………….………  ………………………………………………………….……  ………………………………………………………….…………..………………………………..…………………………………………………………………………………………………………………………………………………… |

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| **Attendance at Training Courses** (Relevant to your employment) | | | | | |
| Organising Body …………………………………………  …………………………………………  …………………………………………  …………………………………………  …………………………………………  …………………………………………  …………………………………………  …………………………………………  ………………………………………… | Course Title …………………………………………………  …………………………………………………  ……………………………………………………………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………………….…………………………………… | Date (From/To)  ………………….  ……………..……………………….  ………………….  ………………….  ………………….  ………………….  ………………….  …………………. | | Qualifications gained ……………………………….  ……………………….………  ………………………….……  …………………………….…  ………………………………  ……………….………………  ……………….………………  ………………….……………  ………………….…………… | |
| Employment HistoryPlease include your current employment and list in chronological order, starting with themost recent. Include all work including temporary and voluntary work. | | | | | |
| Name & Address ofEmployer …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  …………………………………………………..  ……………………………………………………  ……………………………………………………  ……………………………………………………  …………………………………………………  ………………………………………………… | Post Held …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  ……………………………………………………………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  …………………………………………………  ………………………………………………. | From/To (exact dates)  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  ……………  …………..  ……………  ……………  ……………  ……………  ……………. | Salary …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  …………  ………….  ………… | | Reason forLeaving …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  ………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………………  …………………………….  ……………………………..  ………………………………  ……………………………..  ……………………………… |

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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** | |  |  |  | |
| References |
| Please give the names of two referees who are able to comment on your skills and experience in relation to the post, and who have agreed to give references. One of these must be your most recent employer. In line with Safer Recruitment processes, we will call references prior to interview. |
| 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 the job involves working with children and/or vulnerable adults, an offer will not be made without 2 satisfactory references. |
| **Asylum and Immigration Act 1996** |
| It is a criminal offence to employ persons whose immigration status prevents them from working in this  country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the  Commonwealth, provided they have the right of abode in the UK. You will be required to provide  evidence (document on the approved list) prior to appointment to prove that the Asylum and  Immigration Act 1996 is being complied with.  Do you require a work permit? **Yes / No** |

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| 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.** | |
| Disclosure and Barring Service (DBS) | |
| 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 ……………………………… |  |
| **Driving Licence** | |
| Do you hold a current driving licence? **Yes / No**  If yes, please state the type of licence held ………………………………………………………………………  Details of any endorsements ………………………………………………………………………………………… | |
| **Canvassing** | |
| You are required to declare any relationships with managers or trustees of the Trust as canvassing, whether direct or indirect, will invalidate your application.  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): | |

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| 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: ……………………………………… | |
| Please send your completed application form to:  Carole Dixon  Chief Executive  Education Futures Trust  The Firs  Elphinstone Road  Hastings  East Sussex. TN34 2AX  Please telephone 01424 722241, if you have any queries | The Education Futures Trust is committed to the safeguarding and promotion of the welfare of all children and young people.  Final logo |

**Declaration by Applicant**

**Employment which you intend to continue if successfully appointed to the post**

**applied for.**

Please complete and sign **either** Section 1 **or** Section 2 below. **Your application cannot be**

**processed if you do not return this form.** Please declare **any** other job, whether they are

with a local authority, public bodies or with private companies /employers.

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| **Section 1 – No other Employment** |
| I confirm that I do **not** / will **not** have any other employment.  Signature Print Name Date |

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| **Section 2 – Other Employment** |
| All other employment that I intend to continue is detailed below:   |  |  |  |  | | --- | --- | --- | --- | | **Job Title** | **Weekly Hours**  **Note: Weekly hours must specify regularly worked (including overtime)** | **Start Time**  (please use 24 hour clock) | **End Time**  (please use 24 hour clock) | |  |  |  |  |   Signature: Print Name: Date: |



Registered Charity Number: 1146171

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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. | |
| **General Guidance**  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.  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.  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. | **Job applied for:**  Post no:  Post title:  Salary/Grade:  Applicant’s last name:  Initials:  Date of Birth: Age:  Marital status:  Gender:  From which source did you learn of this vacancy?………………………….  Are you related to any senior manager of the Education Futures Trust  or any of the Education Futures Trust Trustees? YES / NO  If Yes, please give details…………………………………………………………..…………………….  ………………………………………………………………………………………… |
| **Ethnic Origin Guidance**  This is the origin of your family rather than your nationality.  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.  Please identify your ethnic origin either by ticking ONE of the boxes  on the right or by giving your own description. | **Ethnic Origin**   1. **White**   British  Irish  Any other white background   1. **Mixed**   White and Black Caribbean  White and Black African  White and Asian  Any other mixed background   1. **Asian or Asian British**   Indian  Pakistani  Bangladeshi  Other Asian background within **c.**   1. **Black or Black British**   Caribbean  African  Other Black background within **d**   1. **Other ethnic groups**   Chinese  Gypsy/Roma  Travellers of Irish Heritage  Any other ethnic group |
| **Disability Guidance**  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.  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. | **Disability**  Do you consider yourself to have a disability? YES/NO  If YES, please describe your disability.  If you need assistance to attend or participate in the interview, please  give details |
| **Data Protection Act 1998**  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.  **Signed Date** | |

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| Information for Candidates |
| **The Working Time Regulations 1998** |
| The working time Regulations were introduced on 1st October 1998 and working hours in the  UK are now governed by statute. Department working practices and procedures are  therefore organised to comply with the following legal requirements. (*Average hours are*  *normally calculated over a 17 week period.)*   * Average weekly working hours are limited to 48 hours * Average daily night working hours are limited to 8 hours * Minimum daily, weekly and in-work rest breaks requirements * Minimum requirements for annual leave. |
| **Department Policy and Procedures** |
| The legislation was introduced as a health and safety measure. Employers who do not  comply with the limits to working time will be committing a criminal offence. Working  practices in the department are therefore monitored to ensure that generally, working hours  remain well within legal limits.  Employers are required to take ‘all responsible steps’ to ensure that the limits to working time  are not exceeded. This includes inquiring whether a person is working elsewhere. All  applicants are therefore asked to declare all other employment. |
| **Will the declaration prejudice your application?** |
| NO – Please note:   * If you do have other job(s), your application will be assessed on your suitability to do   the job you are applying for. At this stage, any other jobs you declare will be ignored.   * If you are selected for interview the implications will be carefully discussed with you.   The Trust may consider it necessary to discuss the situation with your other employer(s) but  only with your permission.   * Depending on the overall situation and the outcome of discussions with you, the Trust   would have the following options:   * + Not to offer you the appointment   + Offer the appointment on reduced hours   + Offer the appointment providing the other work is relinquished ( or the hours   reduced)   * + Offer the appointment and enter into an agreement with you to opt out of the   weekly working time limit |