



**Inspiring Futures  
Through Learning**

## APPLICATION FORM

PLEASE COMPLETE USING BLACK INK

Application for the post of:

School name:

Surname

Title: Mr / Mrs / Miss / Ms / Dr

Forenames

Address for correspondence:

Home Telephone:

Work Telephone:

Mobile Number:

Email:

National Insurance Number:

Present Employment (if applicable)

Employers Name & Address

Date Appointed

Job Title

Range/Grade

	Salary	
	Notice Required	

Brief detail of responsibilities

When would you be available for employment?	
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### Qualifications

**Educational qualifications:** Give details of secondary schools, colleges and universities attended. Please include membership of relevant professional institutions (and indicate whether membership is by examination or otherwise). Evidence of qualifications will be requested.

General Education	School/College / University	Examinations taken or to be taken (with dates)	Qualifications obtained

From	To			
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#### Details of Courses Attended

Course	Dates

Inspiring Futures Through Learning Trust is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

#### Previous employment (please start with the most recent, **explaining any gaps**):

Name of Employer	Dates From	To	Job Title	Brief detail of responsibilities & reason for leaving

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Please use the space below for your letter of application, explaining why you are applying for this particular job. Give details of any work or other experience you have which may be relevant to your application, including interests. Please continue on another sheet of paper if necessary.

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**References:**

The first reference should be your present or most recent employer. It is normal practice for references to be obtained before any formal interview is held (please state if you would prefer your current employer not to be contacted prior to interview).

If you were known to either of your referees by any other name, please give details:

Name:		Name:	
Position:		Position:	
Address:		Address:	
Tel No:		Tel No:	
Email:		Email:	

In what capacity is the above known to you?	In what capacity is the above known to you?
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**Other Information:**

Are you related to any member of the trust or schools within the trust?	
If yes, please state name of person and relationship:	
To apply for a position with Inspiring Futures Through Learning you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/> I have no unspent convictions <input type="checkbox"/> (tick only one) I have attached details of unspent criminal convictions in a sealed envelope
This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.	Do you have a disability you wish us to know about at this stage?  Yes <input type="checkbox"/> No <input type="checkbox"/>

**Asylum and Immigration:**

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**Declaration**

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local

Government Housing Act 1989. WARNING: any person appointed to Inspiring Futures Through Learning having given false information will be liable to dismissal without notice.

Signed: .....

Print Name: ..... Date: .....

We regret that we are unable to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.

### Equalities monitoring form

Inspiring Futures Through Learning strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you completed this section. The information will be treated with confidence and will be used for statistical purposes only. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

#### How did you hear about this vacancy?

Please specify:

- Job Centre
- Newspaper
- Word of mouth
- Other

**Gender:** I am Male  Female

#### Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any groups indicated. The codes used are the agreed 2001 Census codes.

- |                          |                            |                            |  |
|--------------------------|----------------------------|----------------------------|--|
| (a) White                | British                    | (c) Asian or Asian British | Indian                                     |
| <input type="checkbox"/> | Irish                      |                            | Pakistani                                  |
|                          | Any other White background | <input type="checkbox"/>   | Bangladeshi                                |
|                          |                            |                            | Any other Asian background from within (c) |

- (b) Mixed  White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background  
 From within (b)
- (d) Black or Black British Caribbean African   
 Any other Black background from within (d)

- (e) Other Ethnic Groups  Chinese  
 Other Ethnic Group not stated

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_

Thank you for taking the time to complete this form.

**DISCLOSURE OF CRIMINAL CONVICTIONS**

The post for which you have applied is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. You are therefore required to disclose details of any convictions, cautions, reprimands and Final Warnings, including motor vehicle related offences, in respect of your application **including convictions that would otherwise be considered "spent"**. Failure to disclose information will result in you being liable to dismissal without notice.

Do you have any spent / unspent convictions YES

NO

If you have ever been convicted, cautioned, reprimanded or received a Final Warning for any criminal offence, you **must** disclose these below:

Offence	Date convicted	Penalty
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

In accordance with the Independent Safeguarding Authority Vetting and barring Scheme, you are committing a criminal offence by knowingly engaging in regulated employment, if you have been barred from working with children or vulnerable adults.



I therefore confirm below that I am not barred from working with children or vulnerable adults.

Name.....

Signature.....

Date.....

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR APPLICATION/APPOINTMENT  
NOT BEING PROCESSED**