## cid:75D0A828-E291-4A7E-8144-6F4E8A9E56BB

**Application for Employment Form – Non-Teaching Posts**

|  |  |
| --- | --- |
| **Location:** | ***e.g. New College Bradford, Brinsworth Academy, Redscope Primary School, NCLT Headquarters*** |
|  |  |
|  |  |
|  |  |
| **Post applied for:** |  |

|  |
| --- |
| **Please indicate if you would be interested in: Full Time  Part-Time** Please state no. of days per week: |

**Please complete the Application form and return it to** [**recruitment@nclt.ac.uk**](mailto:recruitment@nclt.ac.uk)

If you require any help with the Recruitment and Selection process, please contact [recruitment@nclt.ac.uk](mailto:recruitment@nclt.ac.uk), or call 01977 802783

Please ensure all sections are fully completed as incomplete applications may not be accepted

A Curriculum Vitae will not be accepted

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Surname:  (BLOCK letters) |  | First Names: (indicate preferred name if different) |  |
| Any previous Surnames:  (BLOCK letters) |  | Any other First Names you have been known by: |  |
| Home Address: |  | National Insurance number: |  |
| Telephone (home): |  |
| Telephone (work): |  |
| Email Address: |  | Telephone (mobile): |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employment History | | | | | |
| Please give details of all the positions you have held since completing your full-time education. Start with your current then most recent position and work back. Please also include details of any voluntary work undertaken and account for any periods of unemployment. There should be no gaps in dates. | | | | | |
| **CURRENT EMPLOYER** | | | | | |
| Date From | Date To | Name and Address of Employer | Job Title and Main Duties | Salary | Reason for Leaving  (if applicable) |
|  |  |  |  |  |  |
| **Please state the length of notice required by your current employer** | | | |  | |
| **PREVIOUS EMPLOYERS** (most recent first ensuring no gaps in employment) | | | | | |
| Date From | Date To | Name and Address of Employer | Job Title and Main Duties | Salary | Reason for Leaving  (if applicable) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education, Training and Qualifications** | | | | |
| Please highlight any qualifications that match those stated in the Person Specification. | | | | |
| Date From | Date To | Name and Address of Institution. Please include any part time studies | Qualifications Gained (include subject, level, grade and awarding body) | Date Awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Professional or other Training Attended** | | |
| Please include details of any other training that you have undertaken in the **last 3 years** which you feel may be relevant to your application. Please continue on a separate sheet if necessary. | | |
| Course/Award (please include topics covered) | Organising Body | Date(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of Professional Bodies** | | | |
| Body (CiPD, CIMA, IfL) | Grade/Class of Membership | Membership Number | Date Awarded |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Referees** (These should not be family members) | | | | | | | | | |
| Please give the names of two persons to whom reference may be made. One of these referees must be your current or most recent employer. You must also include a referee from the last time you worked with children, if applicable, if this is not your most recent employment. We will not seek further permission from you to approach your referees unless you indicate otherwise. Please note we may only request references for internal candidates on their successful appointment. | | | | | | | | | |
| Name |  | | | | Name |  | | | |
| Occupation |  | | | | Occupation |  | | | |
| Employer Reference | | Character Reference | | | Employer Reference | | Character Reference | | |
| Capacity Known |  | | | | Capacity Known |  | | | |
| E-mail |  | | | | E-mail |  | | | |
| Telephone Number |  | | | | Telephone Number |  | | | |
| Address |  | | | | Address |  | | | |
| May we contact this referee prior to the interview? | | | Yes | No | May we contact this referee prior to the interview? | | | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Statement** | | | |
| Please use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the Person Specification. This might include details about your previous responsibilities, training, skills, experience and achievements. Please give examples wherever possible.  Please do not add additional sheets as these will not be considered with your application. | | | |
|  | | | |
| **Personal Relationships** | | | |
| Are you related to, or do you have a close personal relationship with*, any existing member of staff or Board/Advisory Group member* within NCLT? | | Yes | No |
| If Yes, please state their name and position |  | | |

|  |  |
| --- | --- |
| **Declaration** | |
| In signing this declaration section, I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information may disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.  I understand that, if offered this post, the appointment will be subject to further satisfactory pre-employment checks. This will include an online check in line with Keeping Children Safe in Education.  I have read and understood the Job Applicant Privacy Notice (on the Trust website). All information in relation to your application will be kept confidential. Should your application be successful, the data on this form will be used for Trust purposes. Information on unsuccessful candidates will be destroyed after 12 months.  Please note that if you are shortlisted for interview, you will be asked to complete a Confidential Disclosure Form. It is  an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Please refer to  the New Collaborative Learning Trust Safeguarding and Child Protection Policy which can be found here:  <https://nclt.ac.uk/wp-content/uploads/2022/02/Safeguarding-and-Child-Protection-Policy.pdf> | |
| Signature of Applicant: | Date: |

|  |
| --- |
| **Equal Opportunities Monitoring** |
| NCLT is committed to a policy of equal opportunities. To help us monitor the effectiveness of this policy please complete the Equal Opportunities Monitoring Form which can be accessed using the link below. Please note that we do not consider an application as complete without this information.  <https://forms.office.com/r/EUfCv3fGtK>    *The information is for statistical purposes only. It will be treated confidentially and will not be used as part of the selection process. This information will form part of the personal confidential record of the successful applicant. For other applicants, this information will be kept securely in accordance with our Recruitment and Selection Policy and then destroyed.* |

**If you do not hear from us within 2 weeks of the closing date please assume that your application has been unsuccessful**

|  |  |  |
| --- | --- | --- |
| **Office Use Only** (Not to be completed by candidate) | | |
|  | Comments by HR: | Checked by interviewer: |
| Gaps in Employment |  |  |
| Working Overseas |  |  |
| Any Concerns re Safeguarding |  |  |
| Any online search concerns found |  |  |
| Equality and Diversity |  |  |
| Declarations |  |  |