

Application Form

**Non-Teaching Roles**

**All schools within the Pennine Trust**

APPLYING FOR A JOB WITH THE PENNINE TRUST

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete the application form as effectively as possible.

**Safer Recruitment statement**

The trust is committed to safeguarding and promoting the welfare of children. References will be taken up for all shortlisted candidates and appointments will be subject to satisfactory DBS and Employment checks.

**COMPLETING THE APPLICATION**

**Post applied for**

The full job title should be completed and the relevant school shown.

**Name and address**

Please ensure that your full name (including any previous names), address and telephone number are legible if handwritten.

**Current post and employment history**

This should be your current or most recent post. Please list all the employers that you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience required for the post. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.

**Education and professional qualifications**

Please provide a list of formal and informal qualifications. This will help us to assess whether you have the required qualifications for the post. Please include the name of the awarding body, the grade and the date that the qualification was obtained.

**SOME POINTS TO CONSIDER BEFORE YOU START**

* Look carefully at the job description and person specification. Ask yourself why you are interested in the position and tailor your application to demonstrate your skills and experience relevant to this job role.
* Check that you want to work in our trust ([www.penninetrust.org](http://www.penninetrust.org)) - all our employees must uphold our core values of **ambition, respect and collaboration** and be aligned with the associated behaviours that are at the heart of everyday life and underpin the culture in our school communities.
* Try to complete the form in a concise, well organised and positive way.
* Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, e.g. in the form of a curriculum vitae, unless specified in the advertisement.
* Please remember to complete the Equal Opportunities Monitoring Form on page **\*\***, as this is essential for us to determine whether our Equal Opportunities Policy is working with regard to employment.
* Please note that from 30th June 2021, we are only able to employ UK Citizens, Irish Citizens and those with EU Settlement Status and we do not have a sponsorship licence. Therefore, if you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

**Private and Confidential**

The Pennine Trust, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

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| **Application for the post of:** | Click or tap here to enter text. |
| **Name of school** | Choose an item. |

Please note that in the interest of economy, the receipt of an application may not be acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

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| **If using ink, please use black and ensure that it is legible** | | | | | |
| 1. **Personal information** | | | | | |
| Surname | Click or tap here to enter text. | | Forename(s) | Click or tap here to enter text. | |
| Previous Name(s) | Click or tap here to enter text. | | | | |
| National Insurance Number | Click or tap here to enter text. | | | | |
| Home Address | Click or tap here to enter text. | | | | |
| Telephone number(s) | Home | Click or tap here to enter text. | | Preferred |  |
| **(please indicate preferred contact number)** | Mobile | Click or tap here to enter text. | | Preferred |  |
| Work | Click or tap here to enter text. | | Preferred |  |
| May we contact you at work? | Yes |  | | No |  |
| \*\*Email address: | Click or tap here to enter text. | | | | |
| (\*\* we will use this email address to make contact about your application) | | | | | |

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| 1. **Current post** | | | | | |
| Current post / Job Title | Click or tap here to enter text. | | Date appointed | | Click or tap to enter a date. |
| Name and address of employer | Click or tap here to enter text. | | | | |
| If a school, please give name and type of school (e.g. primary, secondary, special) | Click or tap here to enter text. | | | | |
| Current annual salary | £ Click or tap here to enter text. | Grade / Scale | | Click or tap here to enter text. | |
| Notice period | Click or tap here to enter text. | | | | |
| Please give a brief description of your current duties | Click or tap here to enter text. | | | | |

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| 1. **Provide details of all previous employment and voluntary experience (please give exact dates and reasons for any gaps in employment) – please do not type beyond the end of the cells – please attach a separate sheet for any further information.** | | | | | | |
| **Employer** | **From** | **To** | **Post / job title** | **Grade and annual salary** | **Reason for leaving** | **Explanation for any gaps in employment – please note specific dates** |
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| **4. Education and Qualifications. Successful applicants will be required to provide original documentary evidence of all qualifications stated below** | | | | | |
| **a. Secondary / Further Education** | | | | | |
| Name(s) of schools/colleges/further education | From | To | | Qualifications obtained (*(please indicate Level, Awarding Body, Subjects and* ***Grades)*** | Date of Award(s) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| **b. Higher and Professional Education** | | | | | |
| Name(s) of schools/colleges/further education | From | To | Part/full  Time (P/F) | Qualifications obtained (*(please indicate Level, Awarding Body, Subjects and* ***Grades)*** | Date of Award(s) |
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| **5. If currently studying, please detail course below and expected completion date** |
| Click or tap here to enter text. |

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| **6. Provide details of any other specialised training or qualifications not covered in the previous section (e.g. short courses, on the job training, etc.)** |
| Click or tap here to enter text. |

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| **7. Please provide details of memberships of any professional bodies** |
| Click or tap here to enter text. |
| **8. Experience, skills and achievements** |
| Please give a concise account of how your skills and experiences have prepared you for this post. Please include **all those related to the essential criteria set out in the person specification.** Also include any appropriate voluntary work and other interests in support of your application for this role. |
| Click or tap here to enter text.  Click or tap here to enter text. |
| **8. Experience, skills and achievements continued….** |
| Click or tap here to enter text. |

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| **9. Declarations and consents** | |
| **Are there any reasonable adjustments that you would require to enable you to participate in the interview / assessment process if you are selected to attend? If so, please provide details below.** | |
| Click or tap here to enter text. | |
| **Are you related to or do you have a close relationship with any employees or the employer including Members, Trustees or Governors?** | **Yes**  **No** |
| **If you answered Yes, please provide details below including name and relationship.** | |
| Click or tap here to enter text. | |
| **Do you have the right to work in the UK (you will be required to provide evidence of this at interview)?**  **Yes  No**  **Do you have an indefinite and ongoing right to work in the UK?**  **Yes  No** | |
| **Rehabilitation of Offenders**  The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and will require that you have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. The Exceptions Order 1975 as amended, means that some convictions and cautions are ‘protected’ so do not need to be disclosed.  Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.  Please also see the policy statement on the Recruitment of Ex-offenders below. | |
| **Do you hold a current full driving licence for a manual vehicle?**  **Yes  No  Not required for post** | |

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| **10. By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.**  **I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the relevant bodies.** | | | |
| **Signed:** | Click or tap here to enter text. | **Date:** | Click or tap to enter a date. |

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| **11. Details of referees** | | | |
| Please give the names of at least two referees who can comment on your suitability for this post. One **must** be your current or last Headteacher or employer. References will be obtained for all shortlisted candidates. Only in exceptional circumstances will a reference not be obtained prior to interview.  **If you do not want your references to be obtained in advance of the interview, please indicate below the reason why:**  **Click or tap here to enter text.** | | | |
| If your role will involve working with children and you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children. **NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.**  The trust reserves the right to seek any further references deemed appropriate. | | | |
| **Referee 1** | | **Referee 2** | |
| Name | Click or tap here to enter text. | Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. | Position | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Address | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. | Telephone number | Click or tap here to enter text. |

**Policy Statement on the Recruitment of Ex-offenders**

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this trust complies fully with the DBS [**code of practice**](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This trust can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) the trust schools can only ask an individual about convictions and cautions that are not protected.
4. This trust is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This trust has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. For those positions where a criminal record check is identified as necessary, all application forms and job adverts will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This trust ensures that all those who are involved in the recruitment process have been suitably trained and have access to HR advice to identify and assess the relevance and circumstances of certain offences.
9. At interview, or in a separate discussion, this trust ensures that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. This trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [**code of practice**](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
11. This trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source [**www.gov.uk**](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders))

**Equal Opportunities Monitoring**

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| We are requesting this information because as an equal opportunities employer the trust considers it essential to monitor the recruitment process. Therefore it would be appreciated if you would answer the questions below.  The information you supply will be recorded and will be analysed on a regular basis to report the results of recruitment and selection procedures. Our aim is that all applicants are treated fairly and without bias.  The information provided here will be detached from your application and will not be available to the shortlisting panel until after the shortlisting stage has been completed. | | | |
| **Details of the Post Applied For** | | | |
| School | Choose an item. | Job title | Click or tap here to enter text. |
| Post applied for | Click or tap here to enter text. | Full time / part time | Choose an item. |
| Grade | Click or tap here to enter text. | Closing date | Click or tap to enter a date. |
| Applicant name | Click or tap here to enter text. | | |
| Gender | Click or tap here to enter text. | | |

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| **Please note: the categories below have been obtained from the census monitoring return** | | |
| What is your ethnic group? | White British  White Other  Mixed: White and Black African  Asian or Asian British  Asian or Asian British: Pakistani  Asian or Asian British: Other Asian  Black or Black British: African  Chinese or other ethnic group | White Irish  Mixed: White and Black  Mixed: White and Asian  Asian or Asian British: Indian  Asian or Asian British: Bangladeshi  Black or Black British: Caribbean  Black or Black British: Other Black  Other\* |
| \*If other please specify: | Click or tap here to enter text. | |

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| Do you consider yourself to have a disability as described by the Equality Act 2010?  *You are disabled under the Equality Act if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. Further information is available here:* [*Definition of disability under the Equality Act 2010 - GOV.UK (www.gov.uk)*](https://www.gov.uk/definition-of-disability-under-equality-act-2010) | Yes  No |
| Date of birth\*  \*used for successful appointments for identity and vetting purposes | Click or tap to enter a date. |
| How did you find out about this job? | Choose an item. |

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| **FINAL CHECKLIST** |
| Please ensure that you have:  filled out all relevant parts of the forma including declarations.  signed and dated the form.  completed the monitoring form (this is essential if your application is to be considered).  read and understood the Data Protection Act – Fair Processing Statement details below.  read and understood the Policy Statement on the Recruitment of Ex-Offenders (see section 9). |

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| **DATA PROTECTION ACT 2018 – FAIR PROCESSING**  **STATEMENT** |
| The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 2018. The “data controller” in respect of information about job applicants for this post is the Pennine Trust.  We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 9 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.  The Pennine Trust contact for data protection or GDPR information is:  The Data Protection Officer, Suite 5, Bridgewater House, Surrey Road, Barrowford, Lancashire, BB7 9TZ email: [**gdprenquiries@**](mailto:gdprenquiries@)**penninetrust.org** |