



APPLICATION FORM

If you need a copy of this form in large print, Braille, another language, or in audio format, please contact us to advise.

Application for the Post of:		Job Ref number:	
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The Talentum Learning Trust and its Academies are committed to providing the highest level of education and care to their pupils, and to safeguarding and promoting the welfare of children and young people. Therefore, the Trust and its Academies strictly adhere to the Safer Recruitment Policy.

Prospective Applicants

All prospective external applicants must complete the application form in full; CVs or general letters of application will not be accepted. Internal applicants may complete a letter of interest.

Shortlisted Candidates

References will be sought on all shortlisted candidates and where possible will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and discussed with the candidate at interview. Where it is not possible to obtain references prior to interview because of delay on the part of the referee a reference will be received and scrutinised prior to confirmation of appointment.

In all instances where an applicant currently works in a school or educational setting, a reference will always be sought from the Headteacher/Principal of that establishment. If a candidate for a position is not currently employed in a school, but has been in their past, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving. A minimum of two references will be received and scrutinised – one to be from the current or most recent employer.

Candidates attending interviews will always be required to;

- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their attitudes, motives and values for working with children and young people, and their capacity to safeguard and protect the welfare of children and young people
- Complete a criminal records self-disclosure.

Successful Candidates

An offer of appointment to a successful candidate, including one who has lived or worked abroad, is conditional upon satisfactory completion of the following pre-employment checks. The appointment will:

- Verify a candidate's identity, following the DBS identity checking guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/idchecking-guidelines-for-dbs-check-applications>
- Obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- Verify the candidate's mental and physical fitness to carry out their work responsibilities – PEAQ or Assessment of Fitness to Work
- Conduct other checks related to the requirements of the role e.g. driving licence or valid insurance
- Verify the person's right to work in the UK or if a person has lived, or worked outside the UK make any further appropriate checks

Please note that in accordance with The Talentum Learning Trust's Safer Recruitment Policy, all offers of employment will be subject to the completion of the Trust's pre-employment screening process. The position applied for is subject to appropriate vetting procedures including a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions if you are shortlisted.

Personal Information

First Name(s):		Last Name:	
Previous Name(s): (if applicable)		National Insurance Number	
Current Address:			
Email address:		Home Telephone Number:	
Mobile Telephone Number:		Work Telephone Number:	

*To be completed if the job requires driving or requires you to be mobile across sites/geographical area.

Do you have a full current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have daily use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any penalty points on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please further information (specify the number of points, reason, and date issued)		

The organisation welcomes applications from disabled people. Do you require any adjustments because of a disability to participate in the selection and interview process?

How did you find out about this job?	
Are you applying on a Job Share basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please state the proportion of full-time you are willing to work:	

Employment History

Present or Most Recent Employment

Job Title:			
Start Date:		End date: (if applicable)	
Employer's name, address and telephone number:			

Grade/Salary:		Allowances: (please specify)	
Notice required:		Reason for leaving:	

Please provide a brief description of the duties and achievements of the post:

Previous Employment

Beginning with the most recent, all periods since leaving school including education, employment and voluntary work. All periods should be accounted for so all gaps in employment are explained e.g. unemployment, raising a family or any part-time work undertaken whilst in education. (Continue on a separate sheet if necessary).

Job Title	Employer's Name, Address & Telephone Number	Start Date	End Date	Salary	Duties & achievements	Reason for Leaving

Job Title	Employer's Name, Address & Telephone Number	Start Date	End Date	Salary	Duties & achievements	Reason for Leaving
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Qualified Teacher Information

*To be completed for Teacher positions only

Date Qualified Teacher Status gained:			
Teacher Registration number:			
If you qualified after 7th May 1999, have you completed your induction year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, give date:

*For Trainees only

Have you passed your skill tests?	Numeracy <input type="checkbox"/>	Literacy <input type="checkbox"/>	ICT <input type="checkbox"/>
If not, when do you expect to complete them?			

Successful applicants will be required to provide evidence of their registration with the Teacher Regulation Agency

Professional Qualifications

Name of Professional Association	Professional Qualifications/ Membership & Date Obtained	By Award or Examination including awarding body

Education History

Please give details of all nationally recognised qualifications awarded / results awaited, from GCE Advanced Level to Further Degree Level or their equivalents in chronological order.

Name of School/College	Qualification	Awarding Body	Grade/Level	Date Gained

Name of School/College	Qualification	Subject	Grade/Level	Date Gained
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Copies of essential qualifications will be required on appointment.

Training / Continuing Professional Development

Please list any relevant course or training you have attended in the last five years, starting with the most recent. If applying for a headship, please include details regarding NPQH.
Please continue on a separate sheet if necessary.

Title of Course	Organising Body	Awards (if any)	Date of Attendance

Supporting Information

Please provide supporting information for your application, in particular any experience, skills, personal qualities, and knowledge relevant to your suitability for the post applied for and how you meet the Person Specification. Please continue on a separate sheet if necessary but must be no more than 2 sides of A4 in not less than 11 font.

References

One reference should relate, if applicable, to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer. If you have recently left full-time education, please ensure you include a Headteacher/College/University Principal as one of your references.

1st Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

2nd Referee

Name and Address:			
Telephone Number:		Capacity Known:	
Email Address:			

Teaching roles: Please note your referees will be contacted should you be shortlisted for interview. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

Support Staff roles only: Do you consent to your first referee being contacted if are shortlisted for interview:

Yes ☐ No ☐

Please note your second referee will be contacted if you are shortlisted for interview and your first reference will be sought should you be made a conditional offer of employment. The organisation reserves the right to request further references if required to satisfy the pre-employment checking process.

Right to Work

Immigration, Asylum and Nationality Act 2006

All shortlisted applicants will be required to provide original material evidence of their Right to Work in the UK. With reference to the accompanying Guidance Notes, please confirm that you are able to provide the appropriate documents or online immigration status.

Yes ☐ No ☐

Declarations

Please note if you are shortlisted you will be asked to complete a Self Disclosure Form to self-disclose any criminal history. You will be required to submit a fully completed and signed form prior to interview.

To your knowledge are you related to a member of staff, or Governor of the School?

Yes ☐ No ☐

If yes, please state their name and position held:

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The information given in this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 2018 the information you give us will be kept confidential and will only be used for the purposes of personnel management. To see how The Talentum Learning Trust uses and stores your data, please see the GDPR Privacy Notice available on the Trust website: <https://www.tlt.org.uk/>. We may contact other relevant organisations to check factual information you have given details of in this application form. The information will be stored manually and/or electronically and if unsuccessful, your application will be disposed of after 6 months.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the School/Academy, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the School/Academy or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment, I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed:

Date: