

Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.

POST APPLIED FOR:

CLOSING DATE:

1. PERSONAL DETAILS (please complete in block letters)

Title by which you wish to be referred:
(Mr/Mrs/Miss/Ms/Other/No title)

Last Name:

First name(s)

Any former name(s) previously known as

National Insurance number

Address for correspondence:

Postcode:

Home telephone no:

Mobile telephone no:

Work telephone no: Extension (if applicable):

Email address:

2. PRESENT OR LAST EMPLOYER

Name and address of employer:

Name and address of establishment where employed (if different):

Postcode:

Postcode:

Nature of business:

Job title:

Present annual salary or weekly income (gross):

Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			

3. PREVIOUS EMPLOYMENT

Start with the most recent first and include full employment history since leaving school.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University and/or Awarding Body (where applicable)	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

--

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to them. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Please ensure the reference are from a relevant employer from the last time the applicant worked with children.

Southport Learning Trust reserves the right to approach any previous employer or Manager.

Please sign the form found at appendix 1 to consent to us contacting your previous employer/s for a reference.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

Name (Referee 1):		Name (Referee 2):	
Title by which they wish to be referred:	Other:	Title by which they wish to be referred:	Other:
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

7. ONLINE CHECKS

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

We carry out these searches manually. To assist with the search being as accurate as possible, please set out which social media platforms you use and the handles you use on each site:

If you would like to inform us of anything that might come to light when we perform this search, please outline the details below:

8. RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

YES ☐ NO ☐

If yes, please state on what basis:

UK citizen

EU settled status

Skilled worker visa

Graduate visa

Youth mobility visa

Other – please provide full details in the box below

9. TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, Southport Learning Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

The amount of information you disclose in the DBS check

The length of time you've spent in or out of the UK

Have you spent time living and/or working outside of the UK?

YES ☐ NO ☐

If yes, please give details, including countries and relevant dates:

10. RELATIONSHIP TO SOUTHPORT LEARNING TRUST

Please list any personal relationships that exist between you and any of the following members of the Southport Learning Trust community:

- Governors/trustees
- Local governors
- Staff
- Pupils

Name

Name

Relationship

Relationship

Role at Southport Learning Trust

Role at Southport Learning Trust

11. PROTECTION OF CHILDREN

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview, so that a police check can be carried out if you are offered an appointment, you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

This information can be disclosed either verbally at interview or by completing a relevant conviction form after interview if that is your preference.

If you are subsequently employed by Southport Learning Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by Southport Learning Trust. During the course, of your employment with Southport Learning Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

It is an offence for anyone to apply for a role if they are barred from engaging in regulated activity relevant to children.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

12. GENERAL

Do you hold a current full driving licence?	YES	NO
Do you have regular use of a vehicle?	YES	NO
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES	NO

This information is required, including that related to warnings regarded as 'spent' in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

13. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Headteacher or HR Manager to discuss any requirements.

14. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination.

15. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside Southport Learning Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

16. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work Southport Learning Trust.

I also confirm that I am not barred from engaging in regulated activity relevant to children.

Signed

Date

Please return your completed form by email, post or by hand by the closing date to:



**Southport Learning Trust
Central Services Team
Fleetwood Road, Southport PR9 9TF**

Appendix 1: Reference Consent Form

I can confirm that I am happy for Southport Learning Trust to contact my previous employer/s to obtain written references.

I understand that I can withdraw my consent at any time by contacting recruitment@southportlearningtrust.org

Name: -----

Signature: -----

Job Title: -----

Date: -----



**APPLICATION FOR EMPLOYMENT
EQUAL OPPORTUNITIES FORM
~CONFIDENTIAL~**

Southport Learning Trust is an Equal Opportunities Employer. This means that we will provide equal treatment and will not discriminate either directly or indirectly because of race, sex, marriage and civil partnership status, age, disability, religion or beliefs, sexual orientation, gender reassignment or pregnancy and maternity. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

The completion of this form and questionnaire is entirely voluntary. However, it will assist the Trust in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

We have asked for your name to enable us to monitor applications at shortlisting and appointment stage. If you are appointed to a role in the Trust, we will retain this information, again for monitoring purposes.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

The information on this form will not be seen by anyone directly involved in the selection process.

1. Job Details			
Job title		Job Ref:	
		Location:	Meols Cop High School
How did you find out about this vacancy?			
<hr/>			

2. Personal Details					
Title:		First name(s):		Last name:	

3. Age Group	
Under 16	45-54
17-24	55-64
25-34	Above 65
35-44	Prefer not to say

4. What is your Sex				
Gender: _____	Male	Female	Prefer not to say	Own term: _____

5. What best describes your Gender Identity				
Gender: _____	Male	Female	Prefer not to say	Prefer to self-describe _____

6. Ethnicity	
Bangladeshi Indian Pakistani Chinese Other Asian background:	African Caribbean Other black background
Arab	Other ethnic group
White British Irish Gypsy or Irish Traveller Other white background:	Mixed white and Asian Mixed white and black African Mixed white and black Caribbean Other mixed black background
Prefer not to say	If other please specify:

7. Disability			
<p>To make positive changes, Southport Learning Trust wants to address different barriers faced by people with disabilities.</p> <ul style="list-style-type: none"> • What do we mean when we say disability? • Do you have a physical or mental impairment? • Is it long term? • Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis? 			
Do you consider yourself to be a disabled person?	Yes	No	Prefer not to say
<p>What is the effect or impact of your disability on health condition?</p> <p>Prefer not to say</p>			

Disability and accessibility

Southport Learning Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the named person running the recruitment process as detailed in recruitment information.

8. Religion or Belief

Please select appropriate category:

Buddhist
Christian
Hindu
Jewish
Muslim
Sikh
Other religion/belief
No religion
Prefer not to say

9. Sexual Orientation

Please select appropriate category that best describes you:

Single

Married
Married, same-sex partner

Civil partnership
Other

Prefer not to say

10. Supplementary Information

If you would like any support or adjustments to be made to enable you to take part in the selection process, please contact the named person running the recruitment process as detailed in recruitment information.

Please state:
(if applicable)

I hereby give my consent to Southport Learning Trust to process the special categories of data supplied in this form for the purposes of monitoring data and diversity statistics, recruitment and selection, and as set out in the Recruitment Privacy Notice.

Applicant's signature

Date

Please return this completed form with your application form.

Thank you for your application

Southport Learning Trust

is a Company Limited by Guarantee Reg No: 07790934
Registered Address; Fleetwood Road, Southport, PR9 9TF