



## APPLICATION FORM – ALL POSTS

<b>Post Applied for:</b>		<b>Academy:</b>	
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<b>PERSONAL DETAILS</b>				
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<b>Title</b>		<b>Surname</b>		<b>First Name(s)</b>	
<b>Home Address (including postcode)</b>					
<b>Telephone Numbers</b>		<b>Work</b>		<b>Personal</b>	
<b>Email Address</b>					
<b>National Insurance Number</b>					
<b>Do you have the right to work in the UK?</b>		YES		NO	
<b>Have you ever lived / worked outside the UK? Please provide details</b>		YES		NO	
		If yes, please give details			
<b>Do you require a work permit or visa?</b>		YES		NO	
		If yes, please give details			
<b>The Skills for Life Trust recognises continuous service in Local Government Employment for all staff. Do you have continuous service?</b>		YES		NO	
		If yes, what is your continuous service?			

<b>For Teaching Staff Only</b>				
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<b>Do you hold Qualified Teacher Status (QTS)?</b>	YES		NO
	If yes, please provide your Teacher Reference number (DfE) and date you gained QTS:		
<b>Have you completed your statutory induction year?</b>	YES		NO

### CURRENT EMPLOYMENT

Employer / School Name and Address	Job Title / Main Responsibilities	Dates: From / To	Current Salary	Additional Salary allowances (e.g. TLR)
<b>Reason for Leaving</b>				

### PREVIOUS EMPLOYMENT

(Please include all work including part-time and volunteering positions)  
*(Please use the additional sheets is necessary)*

Employer / School Name and Address	Job Title / Main Responsibilities	Dates:		Salary	Reason for Leaving
		From	To		

Please use this space to explain any gaps in employment

**PROFESSIONAL AND PERSONAL DEVELOPMENT**

(Please include details of any training courses (accredited and in-house) attended in the last 5 years)  
*(Please use the additional sheets if necessary)*

Name of Course Provider	Award/Qualification gained	From	To

**EDUCATION HISTORY**

(Please list your education history, most recent qualification first)  
*(Please use the additional sheets if necessary)*

Institution	From	To	Qualification(s) attained (including grade/ degree classification) / subject(s)

## PROFESSIONAL STATEMENT

Pick out those aspects of your experience or skills that are RELEVANT to this post. Explain how your ability, skills and knowledge match those required for the appointment, where set out, in the personal specification. Remember to consider experience in previous employment and relevant experience outside of paid work, such as that gained at home, in the community or through voluntary/leisure/college activities, and to tell us if you have special requirements to attend for the selection process, e.g. wheelchair access. Give examples where you can in support of your application.

## REFEREES

(Please provide details of two referees, covering the last three years, one of whom should be your current employer)

<b>Name</b>		<b>Name</b>	
<b>Job Title</b>		<b>Job Title</b>	
<b>Organisation Name and Address</b>		<b>Organisation Name and Address</b>	
<b>Relationship to you</b>		<b>Relationship to you</b>	
<b>Telephone number</b>		<b>Telephone number</b>	
<b>Email</b>		<b>Email</b>	
<b>Are you willing for this referee to be approached prior to interview?</b>	YES          NO	<b>Are you willing for this referee to be approached prior to interview?</b>	YES          NO

## CONFIDENTIAL INFORMATION

The role you are applying for is considered an 'excepted post' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As such, you are required, before appointment, to disclose any spent or unspent conviction, caution, reprimand or warning, other than those deemed 'protected' under the Exceptions Order 2013. The Skills for Life Trust expects all employees to undertake an enhanced DBS check. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

In relation to the above, are you currently bound over, or do you have any convictions, cautions, reprimands or warnings which are not deemed 'protected' under the amendment to the Exceptions Order 1975?

**Do you have any unspent convictions, cautions, reprimands or warnings?**

YES                          NO  
If yes, please give details

**I can confirm that I am not on the barred list, disqualified from working with children or subject to sanctions imposed by a regulatory body such as the Teaching Agency. I also confirm to a criminal records check if appointed to the position for which I have applied**

Signature

Date

## GDPR 2016 AND DATA PROTECTION ACT 2018

Please refer to the SLFT website to view 'Privacy Notices for details of how The Skills for Life Trust processes your personal data.

By signing the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the GDPR 2016 and Data Protection Act 2018, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the GDPR 2016 and Data Protection Act 2018.

We offer additional options when submitting an application, but these require your specific consent. Please tick the corresponding box if you agree for The Skills for Life Trust to:

Keep your application form and contact details for 1 year	
Share your application form with all Trust schools	
Contact you if a suitable vacancy becomes available	
You can opt out at any time by contacting the HR Department at The Skills for Life Trust at HR@SFLT.ORG.UK	

**In order to monitor our advertising policy please could you indicate where you saw the advertisement for the post you have applied for.**

- The Skills for Life Trust Website      e-Teach  
 Jobs Go Public      Indeed      TES      LinkedIn      Facebook/Twitter      Friend/Colleague  
 Other please indicate where .....

### DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

<b>Full Name</b>	
<b>Signature (to confirm agreement)</b>	
<b>Date</b>	

## EQUAL OPPORTUNITY MONITORING FORM

To help us ensure that our recruitment procedures give genuine equality of opportunity please answer the questions below. This document will be kept separate from your application (please tick box where appropriate).

### VACANCY INFORMATION

Job Title: .....

Academy:.....

### PERSONAL INFORMATION

Name: .....

D.O.B. ....

### GENDER

Male

Female

### ETHNIC ORIGIN

Please tick the box which most closely describes your cultural background

#### WHITE

British

Irish

Any other White background (please specify).....

#### MULTI ETHNIC

Black Caribbean and White

Black African and White

Asian and White

Any other multi ethnic background.....

#### ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Any other Asian background.....

#### BLACK OR BLACK BRITISH

Caribbean

African

Any other Black background .....

#### CHINESE OR OTHER ETHNIC GROUP

Chinese

Any other ethnic group  
.....

### DISABILITY

Do you have a disability in respect of employment in this post?

Yes

No

Please describe any special adaptations or arrangements you may require to undertake the duties of the post, these can be discussed with you at the interview: