**Application Form – Non Teaching**

This application can be completed on screen using a Word processing application or can be printed. Please complete in black pen if the form is printed. Do not enclose a C.V or additional documents as these will not be considered. All sections of the form must be completed. You may attach continuation sheets if necessary.

Hope Sentamu Learning Trust is committed to safeguarding and protecting our children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks.

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| **Post Applied For *(include reference number where possible)*** | Click or tap here to enter text. |
| **School / Academy Name** | Click or tap here to enter text. |
| **Please let us know where you found this vacancy** | Choose an item. |

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| ***Please sign both statements below to confirm/consent*** | |
| I confirm I have read the Recruitment of Ex-Offenders statement | Click or tap here to enter text. |
| I consent to Hope Sentamu Learning Trust processing my submitted information for purposes of the recruitment and selection process. | Click or tap here to enter text. |

If you have any questions about this application form, please email [recruitment@hslt.academy](mailto:recruitment@hslt.academy) clearly stating the job reference number.

**Contact Information**

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| **Title** | Click or tap here to enter text. | **Name** | Click or tap here to enter text. |
| **Middle Initial** | Click or tap here to enter text. | **Surname** | Click or tap here to enter text. |
| **Preferred Name** | Click or tap here to enter text. | **Previous Surname** | Click or tap here to enter text. |
| **National Insurance Number** | Click or tap here to enter text. | **Email Address** | Click or tap here to enter text. |
| **Telephone Number** | Click or tap here to enter text. | **Mobile Number** | Click or tap here to enter text. |
| **Address Line 1** | Click or tap here to enter text. | | |
| **Address Line 2** | Click or tap here to enter text. | | |
| **Address Line 3** | Click or tap here to enter text. | | |
| **City** | Click or tap here to enter text. | **PostCode** | Click or tap here to enter text. |

**Employment History**

Please provide your full employment history starting with your present or most recent position. All periods of unemployment or gaps in education must be accounted for in the ‘Gaps in employment history and/or education’ section. If you do not have any previous employment history, please enter NOT APPLICABLE (N/A). Please use additional sheets to add further entries if required

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| **Employment History 1** | | | | | | | | | |
| **Current / Last Job Title** | | Click or tap here to enter text. | | **Are you currently employed in this role?** | | **Yes** |  | **No** |  |
| **Start Date in Role** | | Click or tap to enter a date. | | **End Date in Role** (where applicable) | | Click or tap to enter a date. | | | |
| **Is this role in an education / childcare setting?** | | | | | | **Yes** |  | **No** |  |
| **Brief** **Job Description** *(please provide a brief description of your role (no more than 250 words)* | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Employer Details** | | | | | | | | | |
| **Employer Name** | Click or tap here to enter text. | | **Address Line 1** | | Click or tap here to enter text. | | | | |
| **Address Line 2** | Click or tap here to enter text. | | **Address Line 3** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **Postcode** | | Click or tap here to enter text. | | | | |
| **Reason for Leaving** *(if applicable)* | Click or tap here to enter text. | | **Salary on Leaving** | | Click or tap here to enter text. | | | | |

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| **Employment History 2** | | | | | | | | | |
| **Current / Last Job Title** | | Click or tap here to enter text. | | **Are you currently employed in this role?** | | **Yes** |  | **No** |  |
| **Start Date in Role** | | Click or tap to enter a date. | | **End Date in Role** (where applicable) | | Click or tap to enter a date. | | | |
| **Is this role in an education / childcare setting?** | | | | | | **Yes** |  | **No** |  |
| **Brief** **Job Description** *(please provide a brief description of your role (no more than 250 words)* | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Employer Details** | | | | | | | | | |
| **Employer Name** | Click or tap here to enter text. | | **Address Line 1** | | Click or tap here to enter text. | | | | |
| **Address Line 2** | Click or tap here to enter text. | | **Address Line 3** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **Postcode** | | Click or tap here to enter text. | | | | |
| **Reason for Leaving** *(if applicable)* | Click or tap here to enter text. | | **Salary on Leaving** | | Click or tap here to enter text. | | | | |

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| **Employment History 3** | | | | | | | | | |
| **Current / Last Job Title** | | Click or tap here to enter text. | | **Are you currently employed in this role?** | | **Yes** |  | **No** |  |
| **Start Date in Role** | | Click or tap to enter a date. | | **End Date in Role** (where applicable) | | Click or tap to enter a date. | | | |
| **Is this role in an education / childcare setting?** | | | | | | **Yes** |  | **No** |  |
| **Brief** **Job Description** *(please provide a brief description of your role (no more than 250 words)* | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | |
| **Employer Details** | | | | | | | | | |
| **Employer Name** | Click or tap here to enter text. | | **Address Line 1** | | Click or tap here to enter text. | | | | |
| **Address Line 2** | Click or tap here to enter text. | | **Address Line 3** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **Postcode** | | Click or tap here to enter text. | | | | |
| **Reason for Leaving** *(if applicable)* | Click or tap here to enter text. | | **Salary on Leaving** | | Click or tap here to enter text. | | | | |

**Gaps in Employment History and/or Education**

Please provide details of all gaps in your employment history and/or education including any travel abroad with exact dates.

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| **Gap 1 relates to** | **Employment** | Choose an item. | **Education** | Choose an item. |
| **Reason for Gap** | Click or tap here to enter text. | | | |
| **Date From** | Click or tap to enter a date. | **Date To** | Click or tap to enter a date. | |

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| **Gap 2 relates to** | **Employment** | Choose an item. | **Education** | Choose an item. |
| **Reason for Gap** | Click or tap here to enter text. | | | |
| **Date From** | Click or tap to enter a date. | **Date To** | Click or tap to enter a date. | |

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| **Gap 3 relates to** | **Employment** | Choose an item. | **Education** | Choose an item. |
| **Reason for Gap** | Click or tap here to enter text. | | | |
| **Date From** | Click or tap to enter a date. | **Date To** | Click or tap to enter a date. | |

**Education and Qualifications**

Please provide details of qualifications relevant to this application with most recent qualifications first. Qualifications will be verified on appointment of applicants.

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| **Higher Education** *In this section please give details of all Higher Education qualifications relevant to this application.* | | | |
| **Name of University/Institution** | Click or tap here to enter text. | **Subject/Course** | Click or tap here to enter text. |
| **Qualification (PhD/MSc/BA etc)** | Click or tap here to enter text. | **Date Completed** | Click or tap to enter a date. |

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| **Further Education** *In this section please give details of all Further Education qualifications relevant to this application.* | | | |
| **Qualification 1** | | | |
| **Name of University/Institution** | Click or tap here to enter text. | **Subject/Course** | Click or tap here to enter text. |
| **Qualification (A-level/BTEC etc) and GRADE** | Click or tap here to enter text. | **Date Completed** | Click or tap to enter a date. |
| **Qualification 2** | | | |
| **Name of University/Institution** | Click or tap here to enter text. | **Subject/Course** | Click or tap here to enter text. |
| **Qualification (A-level/BTEC etc) and GRADE** | Click or tap here to enter text. | **Date Completed** | Click or tap to enter a date. |
| **Qualification 3** | | | |
| **Name of University/Institution** | Click or tap here to enter text. | **Subject/Course** | Click or tap here to enter text. |
| **Qualification (A-level/BTEC etc) and GRADE** | Click or tap here to enter text. | **Date Completed** | Click or tap to enter a date. |

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| **Secondary Education** *In this section please give details of all Secondary/GCSE Education qualifications relevant to this application.* | | |
| **Subject** | **Grade** | **Date** |
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**Professional Memberships**

Please give details of any professional memberships that are relevant to the post applied for, stating your level of membership, the date obtained and expiry or renewal date. If applicable, please include your membership or registration number.

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| **Membership Organisation** | Click or tap here to enter text. | **Membership Level** | Click or tap here to enter text. |
| **Membership Number** | Click or tap here to enter text. | **Expiry / Renewal Date** | Click or tap to enter a date. |

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| **Membership Organisation** | Click or tap here to enter text. | **Membership Level** | Click or tap here to enter text. |
| **Membership Number** | Click or tap here to enter text. | **Expiry / Renewal Date** | Click or tap to enter a date. |

**Training**

Please enter details of any training undertaken that you feel is relevant to your application together with specific courses in the boxes below.

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| **Details of ongoing Training / CPD** | | | |
| Click or tap here to enter text. | | | |
| **Course** | Click or tap here to enter text. | **Training Provider** | Click or tap here to enter text. |
| **Date Training Began** | Click or tap to enter a date. | **Date Training Ended** | Click or tap to enter a date. |

**Supporting Statement**

A covering letter is not required. This section must be completed to ascertain your suitability for the role.

Please use the following section to identify how you meet the essential criteria described within the person specification. You should provide information, examples and evidence to illustrate how you feel you meet the essential criteria. If you require additional space, please provide additional pages but the length of this statement should be no longer than two A4 pages of text in 10pt Arial.

If you feel there is any additional information to support your application not covered elsewhere in this form, you may include it at the end of this section.

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| **Supporting Statement** |
| Click or tap here to enter text. |

**References**

The Trust will seek two written references, one of which will be from the current or most recent employer and wherever possible at least one should be from a previous role where the applicant worked with children and/or young people. As this position involves working with vulnerable adults or children any number of previous employers may be contacted, without seeking further permission from you, as part of the vetting process, in relation to your employment history. This includes vetting of internal applicants.

References will be sought on all short-listed applicants, including internal ones and obtained prior to interview. This allows issues to be explored with the referee in advance and with the applicant at interview. Any job offer will be subject to receipt of two satisfactory references. In accordance with the Equality Act information asking about sickness absence and health should not be included on reference requests, this information will be sought via pre-employment health checks and post offer reference requests.

By providing these contact details, you are confirming that you have obtained consent from the following person(s) to be contacted in order for us to seek a reference from them.

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| **Reference 1** | | | |
| **Title** | Click or tap here to enter text. | **Full Name** | Click or tap here to enter text. |
| **Contact Number** | Click or tap here to enter text. | **Contact Email** | Click or tap here to enter text. |
| **Company / Institution** | Click or tap here to enter text. | **Position / Job Title** | Click or tap here to enter text. |
| **Address Line 1** | Click or tap here to enter text. | **Address Line 2** | Click or tap here to enter text. |
| **Address Line 3** | Click or tap here to enter text. | **Postcode** | Click or tap here to enter text. |

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| **Reference 2** | | | |
| **Title** | Click or tap here to enter text. | **Full Name** | Click or tap here to enter text. |
| **Contact Number** | Click or tap here to enter text. | **Contact Email** | Click or tap here to enter text. |
| **Company / Institution** | Click or tap here to enter text. | **Position / Job Title** | Click or tap here to enter text. |
| **Address Line 1** | Click or tap here to enter text. | **Address Line 2** | Click or tap here to enter text. |
| **Address Line 3** | Click or tap here to enter text. | **Postcode** | Click or tap here to enter text. |

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of their interview via a Self Disclosure Form. You may be asked for further information about your criminal history during the recruitment and selection process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

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| **I confirm I have read the statement above regarding the Rehabilitation of Offenders Act 1974** | Click or tap here to enter text. |
| *Signature required to confirm* | |

**Additional Applicant Details**

Please provide additional information required for your application.

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| **Do you have a disability?** | **Yes** |  | **No** |  |
| *GUARANTEED INTERVIEW SCHEME: All applicants who consider themselves disabled and who meet all the desirable/minimum criteria of the person specification will be granted an interview.* | | | | |
| **Do you need any reasonable adjustments for the recruitment/interview process?** | **Yes** |  | No |  |
| **Are you applying for this post under a job share basis?** | **Yes** |  | No |  |
| *Hope Sentamu Learning Trust welcomes individuals to apply on a job-share basis (unless specified otherwise in the job advert). Please indicate above if you wish to be considered for a job share.* | | | | |
| **Do you have an existing relationship with Hope Sentamu Learning Trust?** | **Yes** |  | **No** |  |
| *If you are related to any current employee, pupil(s), governor, trustee or member of Hope Sentamu Learning Trust, please state their name and the nature of the relationship below.* | | | | |
| **Are you a current employee of Hope Sentamu Learning Trust?** | **Yes** |  | **No** |  |
| *For monitoring purposes please indicate if you are already an employee of Hope Sentamu Learning Trust.* | | | | |
| **Do you need permission to work in the UK?** | **Yes** |  | **No** |  |
| I am unable to attend an interview on the following date/s. *Please indicate any dates on which it would be impossible for you to attend an interview. Whilst the dates you provide will be taken into consideration, please note that it may not be possible to accommodate everyone’s request when arranging interviews.* | | | | |
| Click or tap here to enter text. | | | | |

**Declaration**

I declare that the information in this form and any accompanying documentation is true to the best of my knowledge and belief and is complete and accurate.

I understand that any offer of employment is subject to:

**a)** two written references, one of which will be from my current or most recent employer and wherever possible at least one should be from a previous role where I have worked with children and/or young people

**b)** an enhanced DBS certificate

**c)** a check of the Children’s and/or Adults Barred list, where appropriate

**d)** verification of my identity

**e)** verification of my qualifications

**f)** teacher and Section 128 checks, where applicable

**g)** eligibility to work in the UK checks

**h)** not being disqualified under the Childcare Act 2006, where applicable

**i)** satisfactory medical clearance and

**j)** the entries on this form proving to be complete and accurate.

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| **Statement** | **Initial** *(Signed /Typed)* |
| **I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.** | Click or tap here to enter text. |
| **I give my permission for enquiries to be made to confirm my qualifications, experience, dates of employment, right to work in the UK, registrations and for the release by other people or organisations of any necessary information to verify the content.** | Click or tap here to enter text. |
| **I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.** | Click or tap here to enter text. |

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| **Signed / Typed Full Name** | Click or tap here to enter text. | **Dated** | Click or tap to enter a date. |

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| **Can we contact you about your application?** | **Yes** |  | **No** |  |
| *Please indicate if you are happy for us to contact you about your application, via the details provided on your application form, for purposes of the Recruitment and Selection process* | | | | |
| **If contacted, are you willing to provide feedback on the recruitment process?** | **Yes** |  | **No** |  |
| *On occasions we may need to contact you for feedback regarding the Recruitment and Selection process. Please indicate if you are happy for us to do this.* | | | | |