A P P L I C A T I O N F O R M

*Please read the guidance notes. You must not alter the design or*

*layout of this form in any way. Applications to be returned to*

*Highburn, Cramlington, Northumberland NE23 6BN or via email on* [*admin@cramlingtonlv.co.uk*](mailto:admin@cramlingtonlv.co.uk)



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| Post applied for | |
| Vacancy No. | Department |

PERSONAL DETAILS

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | | First name(s): | | | | |
| Former or changed name(s): | | | | | | | |
| Date of Birth: | | | | Current Address: | | | |
| National Insurance Number: | | | |  | | | |
| Home Tel: | | | |  | | | |
| Work Tel: | | | |  | | | |
| Email: | | | | | | Post Code: | |
| Do you consider yourself to have a disability? | | | | | | Yes / No | |
| Please tell us about any reasonable adjustment you need to help you with your employment application. | |  | | | | | |
| Please tell us about any reasonable adjustment you need to help you do the job you are applying for. | |  | | | | | |
| If you are applying for a post open to job share please indicate how you wish to work by circling one of the following: | | | | | | |
| FULL TIME ONLY | JOB SHARE ONLY | | | | EITHER | |
| Do you need permission to work in the UK ? YES/NO | | | | | | |
| Have you lived or worked outside of the UK for 3 months or more? YES/NO | | | | | | |

RELATIONSHIPS & CANVASSING

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| Please declare below any family or close relationship with an existing employee, governor or director of the Academy. Please refer to guidance notes.CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS |

CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

|  |  |  |
| --- | --- | --- |
| Employer’s name | Job Title | |
| Employer’s address | | Date started |
|  | | Date finished |
|  | | Reason for leaving |
| Salary | | Other Benefits |

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| Brief description of duties, responsibilities etc |

**ACTION FOR EQUALITY**

The Academy aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, religion or belief, marital status, sexuality, disability, age (within the context of normal retirement age), pregnancy, gender reassignment or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

CLV is an organisation where all employees are in a position of trust with children and young people. All offers of employment are subject to an enhanced DBS check, and references (as per advert). We are committed to safeguarding children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

**ONLINE CHECKS**

Shortlisted candidates should be aware that online searches may be done as part of pre-recruitment checks.

**REHABILITATION OF OFFENDERS ACT 1974**

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment you must disclose details of any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the Ministry of Justice. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website.

ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.

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| --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Position held | Reason left |
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EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

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| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award |
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MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for

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| Name of Professional Body | Reference/Membership Number |
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FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)

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| **Motivation and Suitability** |
| Please give a detailed statement which may be followed up at interview regarding motivation and suitability for the position as advertised. |
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| OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies) |
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REFERENCES

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| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. In compliance with the General Data Protection Regulation (GDPR) we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. Please note that requests not to contact the referee prior to interview may be over-ruled as this post involves working with children and young people. References from friends or purely social acquaintances are unacceptable. |

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| Name |
| Position |
| Relationship |
| Address  Postcode  e-mail: |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| --- |
| Name |
| Position |
| Relationship |
| Address  Postcode  e-mail: |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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CRIMINAL RECORDS

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| Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.  The post for you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the job information pack sent to you with this application form will contain more information. For these posts the successful candidate will be required to disclose any ‘spent’ convictions and any offer of appointment is conditional upon the successful candidate producing an acceptable Criminal Records disclosure.  **CRIMINAL RECORDS DECLARATION**  I confirm that **I am/am not\*** on Section 142 of the Education Act, disqualified or barred from working with children and/or vulnerable adults, or subject to sanctions imposed by a regulatory body and have no convictions, cautions, reprimands, warnings or bind-overs.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  \*please delete as appropriate |

DECLARATIONS

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|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the General Data Protection Regulation for the Academy and its transactional HR services provider to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….……  **NB - If you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.** |