



# COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

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CEO: Janet Sheriff



## ASSOCIATE STAFF APPOINTMENT

Application for Appointment as:	GRADE	HOURS

1. PERSONAL DETAILS			
Last Name and Title:		First Name(s):	
HOME ADDRESS			
Postcode:			
TELEPHONE NUMBERS:	DAY	EVENING	MOBILE
E-MAIL ADDRESS:		NI number	
Have you served an apprenticeship? If YES give details			YES/NO
Are you related to any Governor or member of staff at this school? If YES give details			YES/NO
Notice period in current job			
Should you be selected for interview, please indicate dates when it would be impossible for you to attend.			

NAMES AND ADDRESSES OF TWO REFEREES - <u>one referee should be your present employer, or if in a school, your HEADTEACHER.</u> If currently unemployed, one referee should be your last employer/HEADTEACHER – or training programme. Please state in what capacity you are known to them.	
Contact name:	Contact name:
Relationship:	Relationship:
Address:	Address:
Phone no:	Phone no:
E-mail address:	E-mail address:
Safer Recruitment procedures require that we contact at least one referee before interview. Can we contact your referees if you are selected for interview	
YES/NO	YES/NO

## 2. EDUCATION AND PROFESSIONAL TRAINING

Please show here that you have the training and qualifications asked for in the Person Specification, including Membership of Professional or Technical Bodies

Date (Month and Year) From To	School, College, University or Educational Establishment	Examinations taken or being taken or any other qualifications obtained.	Full or Part Time	Exam Result/Award & Grade

## 3. EXPERIENCE

**Current or last occupation/position**

Job Title:	Date started:
Employer:	Date left (if applicable):
Address:	Reason for leaving:  Salary <span style="float: right;">Grade</span>  Permanent/Temporary

Briefly describe your duties:

**Previous jobs (most recent first)**

Name of employer	Full/Part Time	Period of Service From To MM/YYYY MM/YYYY		Position held and main duties	Reason for leaving

**4. EMPLOYMENT EXPERIENCE**

**SKILLS & ABILITIES – please show you have the skills asked for in the Person Specification gained through work, home or voluntary activities**

**KNOWLEDGE – please show you have the knowledge asked for in the Person Specification**

**EXPERIENCE – please show you have the experience asked for in the Person Specification, gained through work, home or voluntary activities**

## 5. INFORMATION IN SUPPORT OF THIS APPLICATION

You may use this space to provide any information you wish, including any interest or unpaid activity, which you feel is relevant to the role for which you are applying as a volunteer. Please restrict any additional information you wish to supply to two sides of A4 paper (this does not apply to Disabled applicants). CVs are **NOT** allowed.

### Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, the employer requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK

### Online Searches

In accordance with paragraph 221 of Keeping Children Safe in Education 2023, the <<School/Academy/Trust>> will undertake Online Searches for shortlisted candidates. This is to assist in the identification of any incidences or issues that may have happened and are publicly available online, which the <<school/academy/trust>> might wish to explore with the applicant at interview.

I can confirm that I understand this requirement in line with Keeping Children Safe in Education 2023

### Working/Living Overseas

Have you worked or lived overseas in the past 10 years for a period of 12 months or longer whilst over the age of 18?

Yes

No

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. **You'll have to apply in the country or to the relevant embassy in the UK.**

**Certificates of Good Character MUST be provided if appointed.**

Please read the [guidance document](#) if you have any queries. If you have any questions on applying for a criminal record check in the UK, please contact the [Disclosure & Barring Service](#).

### Safeguarding Vulnerable Groups Act (2006)

The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List

## 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 the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### General Data Protection Regulation (GDPR)

The information detailed in this application form will be used in the Trust/School's Recruitment and Selection process. It will also be used to monitor the effectiveness of the Trust's policies and practices and in particular its Equal Opportunities Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details, contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

The Trust/School will store your details for a retention period of one year and your personal data will be deleted automatically once the data retention period is reached. Should you wish to remove your details prior to automatic deletion, please contact us. For a copy of our full Privacy Notice for Staff, please visit the school's website.

### Declaration

I consent to the Collaborative Learning Trust/school recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under General Data Protection Regulation.

**I declare that all the information on this form is complete and accurate and I understand that any offer of employment is subject to a) references that are satisfactory to the school b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proven to be complete and accurate d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. I understand that the withholding, falsification or omission of relevant information by a successful candidate are grounds for disciplinary action which may lead to dismissal.**

**Signed:**

**Date :**

Canvassing in any form, EITHER DIRECTLY OR INDIRECTLY, will be a disqualification.

**EQUAL OPPORTUNITIES**

We promote diversity and want a workforce which reflects the people of Leeds. We will use your answers to monitor and check the fairness of our recruitment. Any information you provide will be kept confidential. You do not have to answer these questions and if you do not then it will not make any difference to your application.

**Where did you see this post advertised?**

Date of Birth:

Male

Female


Are you disabled?

Yes

No

Please identify your marital status:

Married

Civil Partnership

Co-habiting

Single

Other

Please identify your religion:

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Rastafarian

Other

No Religion

Please identify your sexual orientation: (definitions below)

Hetrosexual

Lesbian

Gay man

Bisexual

Heterosexual – Someone who is attracted, emotionally and or physically, to persons of the opposite sex

Lesbian – A woman who is attracted, emotionally and or physically, to other women

Gay man – A man who is attracted, emotionally and or physically, to other men

Bisexual – Someone who is attracted, emotionally and or physically, to both sexes

**ETHNIC ORIGIN** Please tick the correct box below

	<b>WBRI</b>	White, British
	<b>WIRI</b>	White, Irish
	<b>WOTH</b>	White, any other white background
	<b>MWBC</b>	Mixed, White & Black Caribbean
	<b>MWBA</b>	Mixed, White & Black African
	<b>MWAS</b>	Mixed, White & Asian
	<b>MOTH</b>	Mixed, any other mixed background
	<b>AIND</b>	Asian or Asian British, Indian
	<b>APKN</b>	Asian or Asian British, Pakistani
	<b>ABAN</b>	Asian or Asian British, Bangladeshi
	<b>AOTH</b>	Asian or Asian British, any other Asian background
	<b>BCRB</b>	Black or Black British, Caribbean
	<b>BAFR</b>	Black or Black British, African
	<b>BOTH</b>	Black or Black British, Any other Black background
	<b>CHNE</b>	Chinese
	<b>OOTh</b>	Any other ethnic background
	<b>REFU</b>	Do not wish to be recorded