

**Application Form**

Thank you for downloading Stanley Learning Partnership’s Application form.

If you wish to fill in an application form by hand it is available in PDF format. Alternatively, phone the contact telephone number detailed on the advert of choice to receive an application form in the post.

**How to submit your completed application form:**

* Please ensure all required sections are completed.
* Ensure you have detailed which post it is you are applying for.
* Applications should be sent directly to the contact address supplied on the advert.
* Please be mindful that any late applications or those sent to the incorrect address may not be eligible for inclusion in the recruitment process.
* Any questions or concerns regarding your application should be directed to the contact supplied on the advert.

On behalf of the Members and Trustees of Stanley Learning Partnership and the children and staff of Greenland Community Primary School, thank you for your application and we wish you every success.

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| Vacancy Reference Number |  |

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| **Equal Opportunities Monitoring Form** |
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| We are an equal opportunities employer and want to ensure that all applicants are considered solely on their merits. Therefore; we need to check that decisions are not influenced by unfair or unlawful discrimination. To help us we should be grateful if you would complete this short questionnaire. You only need to answer if you feel happy to do so. Your answers will be treated with the utmost confidence and will only be used for statistical purposes. |

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| **Are you:** | |  | | Male | |  | | | Female |
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| **Age:** | | | ……………………… | | |  | | | Prefer not to say |
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| **Do you consider yourself to be a person with a disability?**  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year. | | | | | | | | | | |
| Yes |  | | No | |  | | | Prefer not to say | | |
| **What is your religion or belief?** | | | | | | | | | |
| Christianity |  | | Judaism | |  | | | Baha’i | | |
| Hinduism |  | | Sikhism | |  | | | No Religion | | |
| Islam |  | | Buddhist | |  | | | Prefer not to say | | |
| Other – e.g. Humanist, Atheist, etc. (Please state) | | | | |  | | | | | |
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| **How do you describe your sexuality?** | | | | | | | | | |
| Heterosexual / Straight |  | | Bisexual | | | |  | Prefer not to say | | |
| Gay Man |  | | Gay Woman / Lesbian | | | |  |  | | |

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| **Please describe your ethnic origin?** | | | | | | | | |
| **White** | | | |  | | **Black or Black British** | | |
| British | |  |  | | Caribbean | | |
| Irish | |  | | African | | |
| Any other White background | |  | | Any other Black background | | |
| **Arab or Middle Eastern** | | | |  | | **Travelling Community** | | |
| Arab | |  |  | | Gypsy/Roma | | |
| North African | |  | | Traveller of Irish Descent | | |
| Any other Arab or Middle Eastern Background | |  | | Other member of the travelling community | | |
| **Asian or Asian British** | | | |  | | **Mixed** | | |
| Indian | |  |  | | White & Black Caribbean | | |
| Pakistani | |  | | White & Black African | | |
| Bangladeshi | |  | | White & Asian | | |
| Chinese | |  | | Any other Mixed Background | | |
| Any other Asian background | |
| **Other ethnic groups:** Please state  ……………………………………………………… | | | |  | | Prefer not to say | | |
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| **What is your Relationship Status?** | | | |
| Married/Civil Partnership | Prefer not to say |  |

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| **Greenland Community Primary School (Stanley Learning Partnership)**  **Application Form - Strictly Confidential** | | SLP Logo |
| **To be completed by the Applicant** | | |
| Post Ref. No: 206185 | Post Title: Office Manager | |
| School/Location:  Greenland Community Primary School | Closing Date:  7th May 2021 | |

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| Surname: | | | | Title: |
| Previous Surname (s): | | | | |
| Forename(s): | | National Insurance Number: | | |
| Address: | | Telephone No: Home | | |
| Mobile: | | |
| Postcode: | | Work (if convenient): | | |
| E-mail address: | | | | |
| **Job Share**  If this post is open to job share, do you wish to apply for this post in a job share capacity? | | | | |
|  | Yes |  | No | |
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| **Please state where you saw the advertisement for this post.** | | | | | | |
|  | Northeastjobs |  | Evening Chronicle Newspaper |  | Northern Echo Newspaper | |
|  | SLP website |  | Specific Journal |  | DCC Intranet | |
|  | Sector1 Website |  | Jobcentreplus |  | Fish4Jobs Website | |
|  | Advertiser newspaper |  | Vacancy Bulletin |  | Other | |
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| Do you consider yourself to be a person with a disability?  This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-term means that it has lasted, or is likely to last, for over a year. Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification. | | | | | |  |
|  | Yes |  | No |  | Prefer not to say | |
| If you have answered yes please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements. | | | | | | |

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| **Important Information** | |
| **FOR POSTS WHICH REQUIRE A DBS CHECK ONLY – AS STATED ON THE JOB ADVERT/JOB DESCRIPTION**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and therefore cannot be taken into account. Further guidance and details on the criteria on the ‘filtering’ of these cautions and convictions can be found on the Disclosure and Barring Service website (www.gov.uk/dbs)  **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended in 2013)? YES / NO**  **If YES, please provide relevant details of the offence, date of offence and sentence below. If you would prefer not to include this information on the application form, please provide the details in a sealed envelope addressed to:**  **Mr M Tallentire, Operations Director, Stanley Learning Partnership, Unit G3, Tanfield Lea Business Centre, Tanfield Lea North Industrial Estate, Stanley, County Durham, DH9 9DB marked ‘Strictly Confidential’ – For the attention of the Head Teacher/Lead Officer – only to be opened by the addressee’ also please ensure that you state the job title of the job you are applying for.**  Stanley Learning Partnership is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  **Disqualification from Caring for Children (DCCR)**  The Disqualification for Caring from Children Regulations originate from the Children Act 1989 and Care Standards Act 2000 stipulate that an individual who has been disqualified from caring for children for certain reasons cannot work with children either in an employed capacity or voluntary basis. It is the responsibility of all applicants to comply with these requirements and declare any disqualification.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.    Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Stanley Learning Partnership privacy statement.    **Do you have a DBS certificate?:** ☐Yes ☐No Date of check:    If you’ve lived or worked outside of the UK in the last 5 years the Partnership may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.    **Have you lived or worked outside of the UK?:** ☐Yes ☐No | |
| **Data Protection Statement**  Stanley Learning Partnership and all our schools are committed to confidentiality and comply with the Data Protection Act 1998. Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations * We need to process it for our legitimate interests   You’ll find more information on our legitimate interests and how we use your personal data in our [privacy notice](https://schoolleaders.thekeysupport.com/uid/d88161df-1746-4ea8-b220-e94098fcd3f4/) for job applicants which is within the application pack. | |
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| **Declaration** | |
| You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Member, Trustee, Governor or member of staff of Stanley Learning Partnership and the schools within it. | |
| Name | Relationship |
| **Canvassing for any appointment within Stanley Learning Partnership or the schools within it is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment.** | |
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| **I have read the important information including that regarding Criminal Convictions and Disqualification from Caring for Children and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.**  I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview**:** | |
| **Signature: Date:** | |

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| (For Office Use Only) |  |  |
| Candidate Ref. No: | Post Title and Ref. No: |  |

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| **A** | **Education** | | | | | | | | |
| N.B. appointment will only be confirmed subject to receipt of official certificates in support of below. (Please use continuation sheets if required) | | | | | | | | | |
| School attended | | | Qualifications | | Subject | | Date | | Grade |
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| **Further and Higher Education:** (Please include YT, apprenticeships etc.) | | | | | | | | | |
| School, college or University | | | Qualifications | | Subject | | Date | | Grade |
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| **Technical or professional membership / qualification:** | | | | | | | | | |
| Institute | | Grade of membership | | Year of election | | Registration number | | Expiry date | |
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| **B** | **Employment Details – current post only** | | | | | | | |
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| Please include work experience, training schemes, e.g. YT, ET, New Deal  **Present / most recent post** (if you are currently unemployed please give your most recent post with date of finish and reasons for this.) | | | | | | | | |
| Name and address of employer | | | Employer’s business | | Dates (dd/mm/yy) | | | Grade and present salary |
| From | | To |
|  | | |  | |  | |  |  |
| Do you have any additional employment which you intend to continue if appointed to this post? | | | | | | | | |
|  | | **Yes** | |  | | **No** | | |
| If yes, please detail the nature of the work and the hours: | | | | | | | | |
| Period of notice required or termination date for current employment: | | | | | | | | |
| Reason for seeking new employment? | | | | | | | | |
| **Person Specification:**  Please demonstrate that you have the essential and where possible desirable experience, skills and knowledge for the post in which you are applying. Please refer to the person specification for this. Candidates who do not evidence that they meet the essential qualifications and experience listed will not be shortlisted. (Please use continuation sheets if required). | | | | | | | | |
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| **C** | **Full Employment History** |
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| Please provide **full** details of all previous posts you have held starting with the most recent first. If applicable, please include any dates when you have not been in employment. You are welcome to use a continuation sheet if required. | | | | | |
| Name & address of employer | | Position held/Grade &/or salary (if any) | Dates (dd/mm/yy) | | Reason for leaving |
|  | |  | From | To |  |
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| **D** | **Additional Information** | | | | |
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| Please use the space provided to detail any other additional skills or information (not already detailed within your application) that you feel are relevant to this post. Please use continuation sheets if necessary. | | | | | |
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| Do you have any additional information that might be helpful to the Appointment Panel?  (continue on separate sheet if necessary) |

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| **D** | **Additional Information** | | |
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| **E** | | **Referees** | |
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| Please provide name, job title, relationship to referee and address of **TWO** referees. Referee 1 should be your present (or most recent) employer, or if you are a school leaver, should be your Head Teacher of your last school. Next of kin or immediate relatives should not be named as referees.  **Please note that for positions in contact with children and vulnerable adults Stanley Learning Partnership and Greenland Community Primary School have the right to seek references from any or all previous employers and line managers prior to interview.** | | | |
| **Referee 1**Name: | | | **Referee 2**Name: |
| Job Title: | | | Job Title: |
| Relationship to Referee: | | | Relationship to Referee: |
| Address: | | | Address: |
| Post Code: | | | Post Code |
| Telephone No: | | | Telephone No: |
| E-mail: | | | E-mail: |
| **N.B. Appointment will only be confirmed subject to satisfactory references.** | | | |

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| **F** | **Continuation sheet** |
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| **F** | **Continuation sheet** |
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**Stanley Learning Partnership LTD (Trading as Stanley Learning Partnership)**

Registered office: Unit G3 Tanfield Lea Business Centre, Tanfield Lea North Industrial Estate, Stanley,

Co Durham, DH9 9DB

Telephone: 01207 266700

Company number: 10380011 (Registered in England & Wales)