

**Application Form**

**SLP Multi-Academy Trust**

**Thank you for downloading an Application form for Stanley Learning Partnership.**

This form should be used to make applications for all posts advertised within the Trust

for roles in:-

Annfield Plain Infant School

Annfield Plain Junior School

Bloemfontein Primary School

Burnhope Primary School

Collierley Nursery & Primary School

East Stanley School

Greenland Community Primary School

Langley Park Primary School

South Stanley Infant & Nursery School

South Stanley Junior School

You are advised to save this form to your hard drive so it can be completed in your own time and pace.

To do this, click on ‘File’, then ‘Save As…’ and finally click the save button. You can change the filename and location if you wish.

If you wish to receive this application in the post, please contact Human Resources on 01207 266704 or email at **recruitment@stanleylearningpartnership.co.uk**

**How to submit your Job Application Form**

Please fill in the following pages, making sure you complete all relevant parts. Your application may not be accepted if it is not fully completed.

Once you have completed your application form, please ensure you have detailed which post and school it is you are applying for and send it via email to **recruitment@stanleylearningpartnership.co.uk** before the closing date and time - or post to the undermentioned address;

**SLP Head Office**

**c/o Langley Park Primary School**

**May Terrace, Langley Park**

**Durham**

**DH7 9XN**

To avoid unnecessary delays, please ensure the correct postage is paid.

Please note: - if application forms are received late or sent to the incorrect address they are at risk of being excluded from the recruitment process.

If you have any queries or problems filling in this form or you need this form in another format, please email us at **recruitment@stanleylearningpartnership.co.uk** or telephone 01207 266704.

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| Post title: Click or tap here to enter text. | School: | Name: Click or tap here to enter text. |
| **SLP Multi-Academy Trust****Equal Opportunities Monitoring Form** |
| 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 would 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 in confidence and will only be used for the purposes stated in the school workforce privacy notice located on the respective website |

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| **1. Are you:** | [ ]  | Male |[ ]  Female |[ ]  Prefer not to say |
| **2. Date of Birth:** |      Click or tap to enter a date. | [ ]  | Prefer not to say |
| **3. 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 |
| **4. 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) |  |
| **5. How do you describe your sexuality?**  |
|[ ]  Heterosexual / Straight |[ ]  Bisexual  |[ ]  Prefer not to say |
|[ ]  Gay Man  |[ ]  Gay Woman / Lesbian |[ ]  Other  |

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| **6. 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** |
|  Click or tap here to enter text.     |  |[ ]  Prefer not to say |

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| **Stanley Learning Partnership****Application Form****Strictly Confidential** |  |

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| **Personal Details** |
| Post Title: Click or tap here to enter text. |         |
| School: Click or tap here to enter text. | Closing Date: Click or tap to enter a date. |

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| Surname: Click or tap here to enter text.       | Title: Choose an item.(Dr, Mr, Mrs, Miss, Ms) |
| Previous Surname (s): Click or tap here to enter text. | Date of birth: Click or tap to enter a date. |
| Forename(s): Click or tap here to enter text.      | National Insurance Number: Click or tap here to enter text.      |
| Address:Click or tap here to enter text.      | Telephone No: Home Click or tap here to enter text.      |
|  | Mobile: Click or tap here to enter text.      |
| Postcode: Click or tap here to enter text. | Work (if convenient): Click or tap here to enter text.      |
| Email 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** |
|[ ]  **School Website** |[ ]  **North East Jobs** |[ ]  **SLP Website** |
|[ ]  **TES/TES Online** |[ ]  **Other (Please State):**  |  | Click or tap here to enter text. |
| 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** |
| **Rehabilitation of Offenders**The post you are applying for requires you to have a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. Should you be shortlisted, you will be asked to disclose details of your criminal history, in line with DBS filtering rules, prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability, and you will not be discriminated against unfairly. Failure to disclose this information may result in any offer of employment being withdrawn. |
| **Right to work in the UK**Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Choose an item.If Yes, please provide details: Click or tap here to enter text.If you are successful in your application would you require a work permit or visa prior to taking up employment?Choose an item.Have you ever lived and/or worked outside of the UK? Choose an item.If Yes, please provide details: Click or tap here to enter text. |
| **Data Protection**The personal information supplied by you on this Application Form and Equal Opportunities Monitoring Information Form will only be used for the purposes stated in the School Workforce Privacy Notice available on the SLP Website.In signing and dating this form, I am accepting that I am happy for my data to be used for the purposes stated in the School Workforce Privacy Notice. |
| **Declaration** |
| You are required to state in writing whether to the best of your belief you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece or of a partner of such persons, employed by SLP (this means anyone working at any of the schools listed on page 1 or anyone employed within the SLP Central Team). |
| **Name:** Click or tap here to enter text. | **Relationship:** Click or tap here to enter text.      |
| Canvassing of Members / Trustees of the Trust or any appointing officer directly or indirectly for any appointment with the Partnership is prohibited and shall, if deemed appropriate, disqualify the candidate for that appointment. |
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| **Candidate Name**: Click or tap here to enter text. | **Post Title**:  | Click or tap here to enter text. |
| **A** | **Education**  |
| **Secondary 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** | **Qualification** | **Subject** | **Date** | **Grade** |
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| **Further and Higher Education:** |       |
| **Please indicate institution attended** | **From** | **To** | **Degree, Diploma, Certificate** | **Date of Award** | **Subject, Class, Division** |
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| **Additional professional qualifications or professional memberships i.e., NPQH, NPQSL, NPQML, etc.** |
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| **In-Service Training:** |
| **Name of Establishment** | **From** | **To** | **Course taken** |
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| **Subsidiary subjects offered, e.g., Games, Music** Click or tap here to enter text. |

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| **B** |  **Current (or most recent) Employment Details** |
| **Name and Address of employer** | **Appointment/post held & salary** **(including TLR etc. if applicable)** | **Dates (dd/mm/yyyy)** |
|  |  | **From** | **To** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| Reason for seeking new employment? Click or tap here to enter text. |
| 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:      Click or tap here to enter text. |
| Period of notice required or termination date for current employment: Click or tap here to enter text. |
| **C** |  **Full Employment History** *-* ***If you require more space please add more lines*** |
| **Name & Address of Employer** | **Appointment/post held****& salary (including TLR etc. if applicable)** | **Dates (dd/mm/yyyy)** | **Reason for leaving** |
|  |  | **From** | **To** |  |
|       |       | Click or tap to enter a date. | Click or tap to enter a date. |       |
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| **D** |  **Gaps in Employment**  |

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| Please provide details for any gaps in your employment history, since leaving school, when you have not been in education, training, or employment. Please list dates and the reason (i.e., travel, parental leave, etc.) |
| **Gaps in employment** | **Date from** | **Date to** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| **E**  | **Safer Recruitment Information** |
| As part of the Trust’s commitment to Safer Recruitment, please provide additional information as follows:Has any previous employer taken any formal action on the following: (*include any investigations or actions taken by your professional body)* |
| **Capability/performance?** |[ ]  Yes |[ ]  No |
| Please provide details: Click or tap here to enter text. |
| **Disciplinary?** |[ ]  Yes |[ ]  No |
| Please provide details: Click or tap here to enter text. |

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| **Safeguarding concerns recorded by the Local Authority Designated Officer (LADO)?** |[ ]  Yes |[ ]  No |
| Please provide details: Click or tap here to enter text. |
| **F** | **Teacher information – *Not applicable to support roles*** |
| **Do you have QTS/QTLS**: [ ]  Yes |  No |[ ]   | Teacher reference number: | Click or tap here to enter text. |
| **Induction period completed?**  |  [ ]  | Yes |[ ]  No |
| **G Pension** |
| **Please state which Pension scheme (if any) that you are currently a member?**  *e.g. Teachers* ***(TPS)*** *or Local Government Pension Scheme* ***(LGPS)*** *etc.* Click or tap here to enter text.  |
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| **H** | **Supporting Statement**  |
| Please use the person specification to demonstrate in this section that you have the essential and where possible, desirable experience, skills and knowledge required for the role for which you are applying. Candidates who do not evidence that they meet the essential criteria will not be shortlisted. For this section of your application, ***you should limit the content to no more than three sides A4 (Arial font size 12pt)*** |

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| **I**  | **Holidays** |
| If you have any holidays booked within a month of the closing date of this position, please provide us with the dates below. Whilst we will try our best to accommodate these when making interview arrangements, please note that this may not always be possible.Holiday start date: Holiday end date:  |
| **J** | **Referees** |
| Give name, job title and relationship to referee and address of **TWO** people, who must know you well to whom a reference may be made. Referee 1 should be the Principal/Headteacher/Line manager of your present (or most recent) employer or university course leader.  Please ensure your referees are able to respond promptly. **Next of kin or relatives *should not* be named as referees**.Where you have previously worked for a childcare organisation, but currently do not, additional references may be sought from that organisation. ***By providing the undermentioned contact details, you are giving the Trust approval to seek references in support of your application.*** |
| **Referee 1**Name: Click or tap here to enter text. | **Referee 2** Name: Click or tap here to enter text. |
| Job Title: Click or tap here to enter text. | Job Title: Click or tap here to enter text. |
| Relationship to Referee: Click or tap here to enter text. | Relationship to Referee: Click or tap here to enter text. |
| Address: Click or tap here to enter text.      | Address:Click or tap here to enter text.      |
| Post Code: Click or tap here to enter text. | Post Code: Click or tap here to enter text. |
| Telephone No: Click or tap here to enter text. | Telephone No: Click or tap here to enter text. |
| Email: Click or tap here to enter text. | Email: Click or tap here to enter text. |
| *In line with safer recruitment and recommended practice, any provisional appointment will only be confirmed on satisfactory completion of pre-employment checks including employment references, enhanced DBS for work with children (including barred list check), pre-employment health screening clearance, verification of educational and professional qualifications (including confirmation of no restrictions or prohibitions), evidence of identity and confirmation of right to work in the UK. Additional checks may be required for those who have lived and worked overseas. Please note, the Trust will undertake online searches on all shortlisted candidates as part of our safeguarding due diligence.* |
| I declare that all the information given by me in this application for employment and any additional documents attached are true to the best of my knowledge and that I have not wilfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Trust may be terminated summarily.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:**  |
| *Please note - If you are invited to interview you will be required to hand sign this application form.* *Please leave the undermentioned boxes blank at application stage.* |
| **Signature:** | **Date:** |
| **Thank you for completing this application. Please note that 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.** *If you require any support in relation to your application, please contact* ***recruitment@stanleylearningpartnership.co.uk*** |