|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Final logo | | | | |  | | --- | | For official use only  S/List: Yes/No  Letter sent re interview  Interview Date  Ref requested received  Offered/Rejected  Accept/Reject Post |   *Please complete this form in full*.  **Please write or type in** **black**  A CV may be sent but the application must also be completed. | | | |
| Personal Details Surname………………………………………………………..…  Previous names ……………………………………………….  First Name(s)…………………………………………………….  Mobile no …………………………………………………………  National Insurance No…………………………..………… | | | | | Address .…………………………………….………………………..  ……………………………………………………………………………  ……………………………………………………………………………  Post Code ……………………..……………………………………  Home telephone …….…………………..………………………  Email ………..………………………………………………………… | | |
|  | | | | | | | |
| **Education & Qualifications** from aged 11 years. Proof of qualifications may be required. | | | | | | | |
| **Date From**  …………  ………………………………………………………………………… | **Date To**  ……………  ……………  ……………  ……………  ……………  ……………  ……………  …………… | **School, College, University**  …………………………  …………………………  …………………………  …………………………  …………………………  …………………………  …………………………  ………………………… | **Qualifications**  ………………………………………………  ………………………………………………  ……………………………………………...  ………………………………………………  ………………………………………………  ………………………………………………  ……………………………………….……..  ……………………………………………… | | | **Grades**  …………………............................................................................................................................................................................................................................................... | **Date of Qualification**  ………………………………………………………………  ………………………………………………………………  ……………………………………………………….………  ………………………………………………………….…… |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training Courses** | | | | | | |
| Course Title …………………………………………  …………………………………………  …………………………………………  …………………………………………  …………………………………………  ………………………………………… | Training Company …………………………………………………  …………………………………………………  ……………………………………………………………………………………………………  …………………………………………………  ………………………………………………… | | Date (From/To) ………………….  ……………..……………………….  ………………….  ………………….  …………………. | | Qualifications gained ……………………………….  ……………………….………  ………………………….……  …………………………….…  ………………………………  ……………….……………… | |
| Employment HistoryPlease include your current employment and list in chronological order, starting with themost recent. Include all work including temporary and voluntary work. | | | | | | |
| **Name & Address of Employer**  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | **Post Held**  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….. | **From-to**  MM/YY  …………………………………………………………………………………………… | | **Salary**  …………………………………………………………………………. | | **Reason for Leaving**  …………………………  …………………………  …………………………  …………………………  …………………………  ………………..………..  …………………………. |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Warnings and Disciplinary Issues**  **This section should be completed by applicants applying for posts involving work with children or vulnerable adults only.**  Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning?  **Yes / No**    Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.   |  |  |  | | --- | --- | --- | | **Reason for warning** | **Date** | **Name/Address of Employer** | |  |  |  | | **Additional Information** | | | | |
| **Rehabilitation of Offenders Act 1974**  The Trust has a legal responsibility to ensure that no person working with children has been convicted of, or received a caution or bind over in relation to, an offence of a nature which makes it undesirable for that person to work with children. The Trust will therefore make enquires of the Police before employing people whose work will involve access to children. For these reasons, the Trust will require an Enhanced Criminal Records with Barred List Check before any post offer is made. | |
| **Do you hold an Enhanced Criminal Records with Barred List Check Certificate Yes / No** | |
| If yes, please state the number ……………………………… and date of your certificate ……………………………… |  |

|  |  |  |
| --- | --- | --- |
| References | | |
| Please give the names of two referees, who will be able to comment on your character and any skills or experience relevant to your volunteering, and who have agreed to give references. In line with Safer Recruitment processes, we will call references prior to meeting with you.  **Any offer will be subject to receipt of satisfactory references.** | | |
| Name ………………………………………………………………………………………………………………………  Occupation ………………………………………………………………………………………………………..  Address …………………………………………………………………………………………………………….….  ……………………………………… Postcode ……………………… Telephone ………………………………  E-mail .………………………………………………………………………………………  Name…………………………………………………………………………….………….……………………..  Occupation……………………………………………………………………………………………….………  Address …………………………………………………………………………………………………………….….  ……………………………………… Postcode …………………… Telephone………………………………..  E-mail ……………………………………………………………………………………. |  | |
| If you do not wish us to contact your referees prior to interview, please tick the boxes | | |
| **Note:** We reserve the right to seek references at any point in the recruitment process and from any  previous employers listed in “Previous Employment” on this form. As volunteering may involve working with children or vulnerable adults, an offer will not be made without 2 satisfactory references. | | |
| Additional Information | | |
| Do you hold a current driving licence? **Yes / No**  If yes, please state the type of licence held ………………………………………………………………………  Details of any endorsements ………………………………………………………………………………………… | |  |
| Are you related to any trustees or existing employees of the Education Futures Trust?  **Yes / No**  If ‘**YES’**, please give details (stating name and role): | | |

|  |
| --- |
| Declaration I declare that the information given is correct. I understand that seeking to influence a member of the Trust with regard to my application, or failure to disclose any information relating to criminal convictions as explained above or providing false statements will disqualify my application or result in dismissal without notice.  Signed: ………………………………………………………………… Date: ……………………………………… |

|  |
| --- |
| Personal Statement: Please use this space to tell us a little bit about yourself. |
| You could tell us: What volunteering you would like to take part in?  What experience you have?  What are your hobbies or interests are?  What you would like to do in the future?  .…………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  .…………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………… |

|  |  |
| --- | --- |
| **Confidential**  **Equal Opportunities in Employment – Monitoring Form**  This section will be removed for monitoring purposes before the selection process begins and will not affect the consideration of your  application. | |
| **General Guidance**  The Education Futures Trust is an Equal Opportunities Employer and is  committed to personnel policies which do not discriminate on  grounds of race, colour, nationality, ethnic or national origin,  disability, gender, religion, age, marital status, sexual orientation or  medical condition(including people living with HIV or AIDS). For this  reason recruitment and selection procedures have been adopted  which aim to avoid any unfair discrimination on these grounds  during consideration of applicants for employment.  To measure the effectiveness of its equal opportunities policies, the  Education Futures Trust needs to carry out detailed monitoring of the  whole of the recruitment process. You are therefore asked, as a  candidate for appointment, to complete this part of the application form  in order that we can collate information regarding the ethnic origin,  gender and disabilities of all applicants. This will help us to see  whether we are, in fact, receiving applications from all sections of  the community and also assist us in checking that candidates  receive fair and equal treatment at all stages.  Please be assured that this information is not required as part of the  selection process and will not be made available to those persons  assessing candidates and making appointments. | **Job applied for:**  Post no:  Post title:  Salary/Grade:  Applicant’s last name:  Initials:  Date of Birth: Age:  Marital status:  Gender:  From which source did you learn of this vacancy?………………………….  Are you related to any senior manager of the Education Futures Trust  or any of the Education Futures Trust Trustees? YES / NO  If Yes, please give details…………………………………………………………..…………………….  ………………………………………………………………………………………… |
| **Ethnic Origin Guidance**  This is the origin of your family rather than your nationality.  For example, you could be British and your ethnic (family) origins  could be any of the ones listed opposite, or a combination of them,  or something more specific.  Please identify your ethnic origin either by ticking ONE of the boxes  on the right or by giving your own description. | **Ethnic Origin**   1. **White**   British  Irish  Any other white background   1. **Mixed**   White and Black Caribbean  White and Black African  White and Asian  Any other mixed background   1. **Asian or Asian British**   Indian  Pakistani  Bangladeshi  Other Asian background within **c.**   1. **Black or Black British**   Caribbean  African  Other Black background within **d**   1. **Other ethnic groups**   Chinese  Gypsy/Roma  Travellers of Irish Heritage  Any other ethnic group |
| **Disability Guidance**  Where an applicant has a disability and they meet the essential  criteria of the post they are automatically shortlisted for interview.  This positive action helps ensure people with disabilities get their fair  share of jobs.  If you consider yourself to be disabled please let us know. We would  appreciate advice on help we can give to enable you to attend, or  participate in the interview. At the interview you will be asked if you  have any disability which would affect your ability to do the job,  and, in compliance with the Disability Discrimination Act 1995,  you will be asked what reasonable adjustments we might arrange  to assist you. | **Disability**  Do you consider yourself to have a disability? YES/NO  If YES, please describe your disability.  If you need assistance to attend or participate in the interview, please  give details |
| **Data Protection Act 1998**  I consent to the data on this form being used for statistical purposes to assist The Education Futures Trust in the monitoring of equal  opportunities.  **Signed Date** | |