

**Application Form**

*Confidential*

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| **Details of Post Applied For** | |
| Position Applied For  (Please specify areas of interest for speculative applications). |  |
| Where did you hear about this vacancy? |  |

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| **Applicant Details** | | | | | | |
| Title (Mr/Mrs/Miss etc) | |  | | | | |
| First Name | |  | | | | |
| Middle Name (s) | |  | | | | |
| Last Name | |  | | | | |
| Previous Name | |  | | | | |
| Mobile phone number | |  | | | | |
| Home telephone number | |  | | | | |
| Email Address | |  | | | | |
| Address | |  | | | | |
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| Post Code | |  | | | | |
| National Insurance Number | |  | | | | |
| **Present or Most Recent Employment** | | | | | | |
| Title of Post | | |  | | | |
| Dates Post Held | | | From |  | To |  |
| Responsibilities and Achievements  If a teaching/lecturing role, please include subject taught and age range. | | |  | | | |
| Name of Institution/Employer | | |  | | Number on Roll |  |
| Address | | |  | | | |
| Full or Part Time | | |  | | Permanent or Temporary |  |
| Salary Details | Scale, e.g. Main Scale | |  | | Salary Point |  |
| Alternatively, please quote annual salary if you are not on national pay scales (if part­time, specify the FTE) | | | | |  |
| Additional allowances (state type and annual value) | | |  | | |
| Total annual salary | | | |  | |
| Reason for Leaving |  | | | | | |

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| **Previous Employment**  Please give details of **all previous employment** you have held, starting with the most recent. Please note that there are sections below for details of employment undertaken outside of teaching and any other gaps in employment. If a teaching/lecturing role, please include subject taught and age range. | | | | | | | | |
| **Employment Details** | | | | | | | | |
| 1. | Name of Institution/Employer | | Title of Post | | From | | To | |
|  |  | |  | |  | |  | |
| Responsibilities and Achievements: | |  | | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | | |
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| Reason for Leaving: | |  | | | | | |
| 2. | Name of Institution/Employer | | Title of Post | | From | | To | |
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| Responsibilities and Achievements: | |  | | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | | |
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| Reason for Leaving: | |  | | | | | |
| 3. | | Name of Institution/Employer | | Title of Post | | From | | To |
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| Responsibilities and Achievements: | |  | | | | |
| Full or Part Time: | | Permanent or Temporary : | | Salary and Benefits: | | |
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| Reason for Leaving: | |  | | | | |

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| **Gaps in Employment**  Please give details below of any voluntary work you have not detailed elsewhere in your employment history or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From | Date To | Reason |
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| **Education and Qualifications**  Please also include any relevant professional qualifications. | | | | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examinations Results or Award and Date | | | |
| From | To | Qualification | Subject | Grade | Date |
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| **Professional Development**  Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application. | | | | |
| Name of Institution | Course Title | Dates Attended | | Award (if any) |
| From | To |
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| **Current Membership of Professional Bodies**  Please give details of any relevant professional bodies to which you belong. | | |
| Name of professional body | Membership Status | Date Membership Commenced |
| DfE number (if applicable) |  |  |
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| **Interests and Activities**  Please provide details of any relevant interests or activities. |
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| **Supporting Statement/CV** |
| You are invited to provide further information in support of your application. You may also attach a CV as part of your supporting statement. Please refer to the job specification for the post and also include: The reasons why you are applying for this post  * Key responsibilities and achievements in your present or most recent job which are relevant to this application * Career aims and aspirations and * The personal qualities and experience that you feel are relevant to your suitability for the post |
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| **Referees**  One of these should be your present or most recent employer. These referees should not be a friend or relative. Personal referees should be given only when there is no previous employer or educational referee to which a reference can be made. Referees will be approached once an offer of employment has been made. | | | |
| **Referee 1** | | **Referee 2** | |
| Title |  | Title |  |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Employer Name |  | Employer Name |  |
| Address |  | Address |  |
| Tel. Number |  | Tel. Number |  |
| Email Address |  | Email Address |  |
| In what capacity do you know the referee |  | In what capacity do you know the referee |  |

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| **BACKGROUND CHECKS**  At Activate Learning we are committed to providing a safe environment. To help us achieve this it is important to disclose any unspent Criminal Convictions (Declaration subject to the Rehabilitation of Offenders Act 1974). All successful applicants will be required to undergo checks prior to appointment. | |
| Have you ever been convicted of a criminal offence? | YES / NO |
| If Yes, please give details of the conviction (s) below: | |
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| **DBS UPDATE SERVICE** |
| If you are currently registered with the DBS Update Service, please provide your DBS registration number below: |

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| **DISABILITY CONFIDENT COMMITTED** | |
| Activate Learning are committed to employing disabled people and will ensure our recruitment process is inclusive and accessible. We guarantee to offer an interview to all applicants with a disability provided they meet the essential criteria for a role. We will anticipate and provide reasonable adjustments as required and support any existing employee who acquires a disability or long-term health condition, enabling them to stay in work.  **Disability:** The Equality Act defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities. | |
| Taking the above information into account, do you consider yourself to be disabled? | YES/NO |
| Please tell us if there are any ‘Reasonable Adjustments’ we can make to assist you in your application or with our recruitment process | |

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| **FAIR PROCESSING NOTICE AND DECLARATION** |
| Activate Learning will process the information you provide on the application form under the terms of the Data Protection Act 1998. I hereby give consent to Activate Learning collecting, holding and otherwise processing personal data (including sensitive personal data) relating to me for the purposes necessary within the employment process including use of the DBS update service. If I am appointed, information from the form will be used as a part of my personal record.  I declare that the information given in this application form is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with Activate Learning. I understand that I must notify Activate Learning of any changes to the information provided on the form.  I agree to the above declaration. |
| Signed: |
| NAME: |
| Date: |