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**Please email your application form to** [**humanresources@spt.ac.uk**](mailto:humanresources@spt.ac.uk) **once completed**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

To enable us to process your application form, please ensure that all relevant information is completed. Checks may be undertaken to verify the information supplied on this form. Please complete in black ink or type. All applications will be treated in strictest confidence.

**TION FOR TEACHING EMPLOYMENT**

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| PERSONAL DETAILS |

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| --- | --- | --- |
| **Post Applied for** | Careers, Guidance and Employability Manager | |
| **Title** |  | |
| **Surname** |  | |
| **First Name(s)** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Daytime Tel No** |  | |
| **Home Tel No** |  | |
| **Mobile Tel No** |  | |
| **Email address** |  | |
| **National Insurance No** |  | |
| **TRN No (if Applicable)** |  | |
| **Please delete as appropriate**  **Are you subject to any legal restrictions in respect of your employment in the UK?** | | **Yes/No** |
| **Do you require a work permit?** | | **Yes/No** |

**TION FOR T**

**EACHING EMPLOYMENT**

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| EDUCATION AND QUALIFICATIONS |

Please give details of all qualifications you have gained starting with your secondary education to the present day.

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| --- | --- | --- | --- | --- | --- |
| Name of Establishment | **From** | **To** | **Qualifications Awarded, including**  **Grade, Level, Class and Subjects Studied** | **Full-time or Part-time** | **Date Qualification Awarded** |
|  |  |  |  |  |  |

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| EMPLOYMENT EXPERIENCE |

Starting with the most recent please list any other positions held and include whether the position was full time or part time. Please provide an explanation for any gaps in your employment history. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Please give the name and address of your current or latest employer** |  |
| **Date Employed From** |  |
| **Date Employed To** |  |
| **Reason for leaving** |  |
| **Post Held** |  |
| **Salary/Wage (Gross)** | **£** |
| **What period of notice are you required to give?** |  |
| Please give a brief description of your main duties and responsibilities. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Position Held and Brief Description of Duties** | **From** | **To** | **Reason for Leaving** |
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| SUPPORTING STATEMENT |

A supporting statement must be submitted with this application indicating why you have applied for the position. You should make statements which demonstrate how your qualifications and experience match the criteria outlined in the person specification. Please note, if there is no supporting statement with your application, you may not be shortlisted for interview.

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| TRAINING RECORD |

Please list any relevant training/development undertaken, including short courses.

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| --- | --- |
| **Type of Training/Course** | **Date/s** |
|  |  |
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|  |  |
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###### Please list any unpaid or voluntary experience you have gained

|  |  |
| --- | --- |
| Organisation name and type | Date/s |
|  |  |

###### Membership of Professional Bodies

|  |  |
| --- | --- |
| Name of Organisation | Membership Number (If applicable) |
|  |  |

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| REFERENCES |

Please provide details of two employment referees who can comment on your suitability for the post. One should be your current or most recent employer. If you are in or just completed full time education, one reference should be from your school, college or university. We cannot accept references from relatives or friends and may take additional references in respect of previous employers from those provided without notification to you where this involved working with children, young people or vulnerable adults.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship**  **to you** |  | **Relationship**  **to you** |  |
| **Address including postcode** |  | **Address including postcode** |  |
| **e-mail address** |  | **e-mail address** |  |
| **Tel No** |  | **Tel No** |  |
| **References will be requested for shortlisted applicants prior to interview. Please tick box below if not convenient** | | | |
|  | |  | |

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| RELATIONSHIP/CONFLICT OF INTEREST |

Please state whether (to your knowledge) you are related to, or have a close personal relationship with any employee of Stamford Park Trust, employee or any member of the board of Trustees?

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| DATA PROTECTION / KEEPING CHILDREN SAFE IN EDUCATION |

In submitting this application, I agree to Stamford Park Trust processing and storing information about me, including the sensitive personal data I have provided which will be used for monitoring purposes only.

As part of Keeping Children Safe in Education (KCSIE) Stamford Park Trust will carry out checks on social media handles if you are shortlisted for interview. HR will confirm this in the invite to interview and ask which social media accounts you hold.

I have read and agree with the statement and agree to social media checks being carried out

Signed:       Date:

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| DECLARATION |

I declare that the particulars given are correct and I have not withheld any facts that may unfavourably affect my application. I accept that to withhold or falsify information could result in disciplinary action

Signed:       Date:

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**Equal Opportunities Form**

Once you have completed this form (completion is optional), please return it to the HR department.

**Title (please tick):** Dr  Mx  Miss  Mr  Mrs  Ms  Ind  Pr  Misc

**Name:**

**What best describes your gender identity?**

Male Female Non- Binary Prefer not to say Prefer to self-describe as………………………………

**Is your gender identity the same as the sex you were assigned at birth?**

Yes  No  Prefer not to say

**Do you identify as trans?**

Yes  No  Prefer not to say  Prefer to self-describe as………………………………

**Do you identify as intersex?**

Yes  No  Prefer not to say

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Do you consider yourself to have a disability?** Yes  No  Prefer not to say

*Disability is defined by the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term adverse effect on someone’s ability to carry out normal day-to-day activities.*

**What is your sexual orientation?**

Heterosexual/straight  Gay man

Bisexual  Prefer not to say

Gay woman/Lesbian

Prefer to self-describe as ………………………………………………………………….

**What is your religion or belief?**

Jewish  No religion

Muslim  Sikh

Buddhist  Hindu

Christian  Prefer not to say

Rastafarian

Other religion (please specify) ………………………………………………………….

**What is your ethnicity?**

Asian/Asian British

Indian  Bangladeshi

Pakistani  Chinese

Vietnamese  Japanese

Filipino  Malaysian

Other Asian Background (please specify) ……………………….…………………………

Black or Black British

African  Caribbean

Other Black Background (please specify) …………………………………………………….

Middle Eastern and North Africa

Arab – Middle Eastern  Arab – North African

Other Middle Eastern (please specify) …………………….………………………

Mixed Heritage

White and Black African  White and Black Caribbean

White and Asian

Other Mixed Background (please specify) ………………………………………………….

White

English  Scottish

British  Irish

Welsh  Roma

Other White Background (please specify) …………………………………………………

Other Ethnic Group (please specify) ……………………………………………………………

Prefer not to say

**Thank you for taking the time to complete this form**

I give Stamford Park Trust permission to use my data, as collated in the completion of this form, for the purposes stated below.

Name:

Signed:

Date:

Stamford Park Trust is committed to recruit, retain and develop a workforce that reflects the diverse communities that we serve. The trust will continually strive to encourage and manage diversity through the development and value of positive policies to promote equality of opportunity for all, ensuring that all existing and prospective members of staff are treated in a fair and equal manner regardless of the employee’s age, disability, gender reassignment, gender identity, marriage / civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The information provided on this form will be treated in the strictest confidence, and will not be seen by anyone within the trust outside of the HR department. Any information provided will be used for statistical analysis, including analysis in relation to diversity in recruitment practices, development opportunities, grading structures and geographical diversity. No data will be published or used in a way that allows an individual to be identified. Data relating to potential members of staff who are unsuccessful in gaining employment will be retained for a period of 6 months, at which point it will be destroyed. Data relating to members of staff will be retained for the period of their employment only; once their employment has ended with the trust, this data will be destroyed. Completion of this form is optional; please indicate in the relevant section above that you do or do not give your express permission for your personal data to be used only for the purposes stated.