**Balmoral Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Any offer of employment will be conditional subject to receipt of satisfactory pre-employment checks, which include a DBS Enhanced Disclosure, and Barred List Check. It is an offence to seek employment in regulated activity if you are on a barred list.

If you have lived or worked outside of the UK in the last 5 years, the Trust may require additional information in order to comply with safer recruitment requirements.

**Please find our Safeguarding Policy here:**

https://drive.google.com/file/d/1-1OqFLzLMJmsPCwQ11FEJoz3PDhcrNlI/view

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| 1. **PERSONAL INFORMATION**   Throughout this form, we ask for some personal data about you. We will 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   **You will find more information on how we use your personal data in our privacy notice for job applicants.** | | | |
| Title: |  | Surname: |  |
| Forename: |  | Previous Name(s): |  |
| Date of Birth: (Optional) |  | Telephone Number: |  |
| Address: |  | | |
| Post Code: |  | | |
| Email: |  | | |

As part of the shortlisting process Balmoral Learning Trust carry out an online search as part of their due diligence on the shortlisted candidates.

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| **JOB DETAILS** | | | | |
| Post Applied For: |  | | | |
| Where did you see this advertised: |  | | | |
| Do you wish to apply for this post in a Job Share Capacity?  **\*Please tick** | Yes |  | No |  |

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| **RELATIONSHIPS** | | |
| Please list any personal relationships that exist between you and any members of the Trust community. These members include:   * Trustees * Governors * Staff * Pupils   If you have a relationship with a member of the Trust, this does not prevent them from acting as a reference for you. | | |
| **Name** | **Relationship** | **Role within the Trust** |
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| **RIGHT TO WORK** | | | |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested. | | | |
| Signature: |  | Date: |  |

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| **Rehabilitation of Offenders Act 1974** | | | |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. | | | |
| Signature: |  | Date: |  |

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| **DISABILITY AND ACCESSABILITY** |
| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

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| 1. **EDUCATION** | | | | |
| Appointment will only be confirmed subject to receipt of official certificates as detailed below.  (Please use continuation sheets if required) | | | | |
| **Secondary Education** | | | | |
| **School Attended** | **Qualification** | **Subject** | **Date** | **Grade** |
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| **Further and Higher Education:** | | | | |
| **School/College/University Attended** | **Qualification** | **Subject** | **Date** | **Grade** |
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| **Training and Professional Development** | | | | |
| **Course Title** | **Qualification** | **Length of Course** | **Date** | **Provider** |
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| **Technical or Professional Membership/Qualification:** | | | | |
| **Institute** | | **Grade of Membership** | | **Year** |
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| 1. **EMPLOYMENT DETAILS** | | | | | | | |
| **Current Employer** | | | | | | | |
| Name and address of current employer | Job Title | | Dates of appointment  (from and to) | | Grade and salary | | Reason for Leaving (required) |
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| Please provide a brief outline of the duties and responsibilities of your current or most recent post: |  | | | | | | |
| **Previous Employment – please continue on a separate sheet if necessary.** | | | | | | | |
| Name and address of employer | Job Title | | Dates of appointment  (from and to) | | Grade and salary | | Reason for Leaving |
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| **Additional Information** | | | | | | | |
| Please explain any gaps in your employment history: |  | | | | | | |
| How much notice are you required to give? |  | | | | | | |
| Do you have any additional employment that you intend to  continue if appointed to this post? | Yes |  | | No | |  | |
| 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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| 1. **PERSONAL STATEMENT** | |
| Using the criteria in the person specification, please demonstrate how you meet the requirements of this role. Continue on a separate sheet if necessary. | |
| 1. **REFERENCES** | |
| Please provide details below of at least two people who may be contacted for references covering at least the last 3 years of employment.  Referee 1 must be the Headteacher, Line Manager or HR contact at your present (or most recent) employer. If you are a recent school leaver, they should be the Headteacher of your last school. Close friends or relatives must not be named as referees.  **Please note that for positions in contact with children and vulnerable adults, the Trust has the right to seek references from any or all previous employers prior to interview**. | |
| **REFEREE 1** | |
| Name |  |
| Job Title |  |
| Relationship to referee |  |
| Address |  |
| Postcode |  |
| Telephone |  |
| Email |  |
| **REFEREE 2** | |
| Name |  |
| Job Title |  |
| Relationship to referee |  |
| Address |  |
| Postcode |  |
| Telephone |  |
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**Appointment will be confirmed subject to satisfactory references.**

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| 1. **equalities monitoring information** | | | |
| 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. Your answers will be treated with confidence, will be removed prior to interview and only be used for statistical purposes. | | | |
| **What is your date of birth?** | |  | |
| **What is your sex?** | | ☐ Male  ☐ Female | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | |
| **How would you describe your ethnic origin?** | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say |
| **Which of the following best describes your sexual orientation?** | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | |
| **What is your religion or belief?** | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say |
| **Are your day-to-day activities significantly limited because of a health problem or disability, which has lasted, or is expected to last, at least 12 months?** | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | |