This application form can be completed by hand and sent by post,   
or completed digitally and emailed to us. For sending instructions, see page 10.

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| --- |
| POST DETAILS |
| Post applying for: |

|  |  |  |
| --- | --- | --- |
| PERSONAL DETAILS | | |
| Surname: |  | Previous Surnames: |
| Title: (Mr/Mrs/Miss/Ms) |  | First Names: |
| Home Address:  Post Code: | | |
| Home phone: | | Work phone: |
| Mobile phone: | | Email address: |
| National Insurance No: | | |
| Do you have a current Driving Licence? (None/Provisional/Full/HGV) | | Do you own/have use of a car? Yes/No: |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes/No: | | |
| If ‘Yes’, please give details: | | |

**AVAILABILITY AND PREVIOUS APPLICATIONS**

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| --- |
| Have you applied for another post at this school during the last 2 years? Yes/No: |
| If ‘Yes’, please give the most recent post title you applied for, including an approx. vacancy date and state whether you were interviewed for the post, or not: |
| Please list any dates that you would be unavailable for an interview: |
| If offered the post, how much notice are you required to give at your current job? Or, if you are not in employment, when would you be available to start? |

**EDUCATION AND TRAINING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School/College/University** Please give dates and state whether full or part-time courses. | | | | | |
| Dates from/to | Institution name | Subjects studied | Qualifications and Grades | Full or Part-time | Year  taken |
|  |  |  |  |  |  |

**EDUCATION AND TRAINING (continued)**

|  |  |
| --- | --- |
| **Membership of Professional Bodies** Please state whether achieved by examination or experience. | |
| Dates | Professional Body |
|  |  |

|  |
| --- |
| **Other Education and Experience** |
| Activities or interests outside of work (including any positions  you hold or consider relevant): |
| Short and Part-time courses (including any relevant in-house training): |
| Other skills (including languages and your proficiency in them;  keyboard, audio and shorthand speeds, etc.): |

**EXPERIENCE**

|  |  |
| --- | --- |
| **Present Place of Work** | |
| Name: | |
| Address:  Post Code: | |
| Telephone no: | Fax no: |
| Job title: | |
| Date commenced  present post: | Full or Part-time: |
| Present Salary and Grade: | Are you a member of a  Pension Scheme? Yes/No: |
| Other Benefits, Bonuses, etc: |  |
| Write a brief description of your present duties/responsibilities,  saying who you report to and, if appropriate, who reports to you: | |

**EXPERIENCE (continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** Please list in chronological order and explain any gaps in employment. | | | | |
| Dates From/To | Name, location and  nature of employer’s business | Position held | Full or  part-time | Reason  for leaving |
|  |  |  |  |  |

**PERSONAL STATEMENT**

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| --- |
| Please state why you are applying for the position and by referring to the job description, explain what qualities you would bring to the job (continue on a separate sheet if necessary): |

**REFERENCES**

Please give the name and address of two professional people willing to give a reference, including your present or most recent employer. Please note that references may be requested before interview, unless you specify otherwise below.

|  |  |
| --- | --- |
| **Referee 1** | |
| Can we approach this referee prior to an interview? Yes/No: | |
| Name: | |
| Occupation: | |
| Address:  Post Code: | |
| Telephone: | Email: |
| **Referee 2** | |
| Can we approach this referee prior to an interview? Yes/No: | |
| Name: | |
| Occupation: | |
| Address:  Post Code: | |
| Telephone: | Email: |

**DISCLOSURES**

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| --- |
| **Disclosure of Relationship** |
| Are you related by marriage, blood or as co-habitee to any school employee, student or governor? Yes or No: |
| If ‘Yes’, state the name, relationship and position held: |
| **Disclosure of Criminal Convictions**  Under the Rehabilitation of Offenders Act 1974 (Amendment Order 1986) and regulations issued by the Home Office, the Governors have a duty to ensure that a police check for possible criminal convictions is undertaken for all those who apply for positions that give substantial access to children. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and 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. |
| Have you ever been cautioned, convicted or found guilty of any offence by any Court (even if you were only placed on probation or conditionally discharged)? Have you ever been the subject of any investigation or inquiry into abuse or other inappropriate behaviour by an enforcement agency?  Answering ‘Yes’ does not necessarily bar you from appointment. Every application is considered  on its own merits. Yes or No:  *If ‘Yes’, please give details of court, charge and sentence on a separate  piece of paper and place in an envelope, this will be removed before selection.* |
| Have you had an enhanced Kent County Council DBS/Criminal Records Bureau Check carried out? Yes or No:  *If you have replied ‘No’, please confirm by signing below that you have no objection to a DBS  being carried out before an appointment is confirmed. A refusal could prevent further consideration  of your application.* |
| Signature: |

**EQUAL OPPORTUNITIES POLICY**

The Brook Learning Trust is committed to developing and implementing its Equal Opportunities Policy. We recognise that discrimination occurs on the basis of race, sex, age and disability, and against lesbians, gay men and bisexuals. We are setting up procedures to ensure recruitment and selection is carried out fairly. In order to ensure the policy is operating effectively, we need to monitor applications for jobs and you are asked to assist by completing the enclosed monitoring form. Monitoring information is not requested for sexual orientation, as it is recognised that not everyone wishes to reveal this information. The information provided will only be used to monitor recruitment and will be detached before the selection process.

**APPLICATION DECLARATION**

I declare that the information given on this form is correct to the best of my knowledge and belief,   
and I understand that any false statements on this form will justify dismissal from the School’s service. I understand that a police check will be carried out.

|  |  |
| --- | --- |
| Signature: | Date: |

**APPLICATION INFO**

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| Where did you see this job advertised? |

**SENDING US YOUR APPLICATION**

If you have completed this application form by hand, please send it to:

**Caroline Gurr - HR Manager**

**Brook Learning Trust  
The High Weald Academy  
Angley Road, Cranbrook   
Kent, TN17 2PJ**

If you have completed this application form digitally, please email it to:  
**careers@brooklearningtrust.org.uk**and title the email: ‘FAO Caroline Gurr – Support Staff Application’