### **Guidance Notes — Job Application Form in Microsoft Word Format**

### This form should only be used to make applications for advertised vacancies at Faringdon Learning Trust.

### You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on “**File**”, then “**Save As…**” and finally click the **Save** button (you can change the filename and location if you wish).

### **How to submit your job application form**

### Please fill in the pages that follow. The  symbol indicates fields that must be completed before submitting this form.

### The form is designed for completion using Microsoft Word or a compatible word processing program.

### Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word’s status bar at the bottom of the screen. Press the **F1** key for further help with each field.

### If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the "*Relevant Skills and Experience*" section.

### Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

###  Save the document.

### When you have finished, attach the document to an email, and email to recruitment@faringdonlearningtrust.org

### Alternatively, you can print the completed document and send it by post to Faringdon Learning Trust, Fernham Road, Faringdon, Oxfordshire, SN7 7LB.

### Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

### If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

### **Note** our email is not encrypted. However, Faringdon Learning Trust ensure that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the Data Protection Act 1998 in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

### **Application for Employment**

### **CONFIDENTIAL**

### Please read the Guidance Notes above before completing this form

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| **SCHOOL AND ROLE** |
| Post applied for  |       | School applied for  | Choose an item. |

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| **DATA PROTECTION NOTICE** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted by law:* You have given us your consent
* We must process it to comply with our legal obligations
* Performance of a contract

You’ll find more information on how we use your personal data in our [privacy notice](https://faringdonlearningtrust.org/wp-content/uploads/2021/09/FLT-Privacy-Notice-for-applicants.pdf). |

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| **VACANCY INFORMATION** |
| Date available to begin new post  | Click or tap to enter a date. | Where did you hear about this job?  |       |

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| **RECRUITMENT CHECKS** |
| Do you have DBS certificate?  | Choose an item. |
| Faringdon Learning Trust and all of our schools are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. (form continues below) |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered protected. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.For posts in regulated activity, the DBS check will include a children’s barred list check.It is an offence to seek employment in regulated activity if you are on a barred list.If applying to work in our Primary Schools with pupils aged under 8, we will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.It is an offence to provide or manage childcare covered by these regulations if you are disqualified.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s privacy notice.Please see our [policy statement on recruiting those with criminal convictions](https://faringdonlearningtrust.org/wp-content/uploads/2021/09/Policy-Statement-on-Recruiting-Applicants-with-Criminal-Records-inc-Declaration.pdf)Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community. |
| Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make then unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. |

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| **TIME SPENT LIVING AND/OR WORKING OVERSEAS** |
| Have you spent time living and/or working outside of the UK in the last ten years?  | Choose an item. *If yes, please complete the below table* |
| **Country** | **Date from** | **Date to** |
|       |       |       |
|       |       |       |
|       |       |       |

### (form continues below)

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| **RIGHT TO WORK IN THE UK** |
| 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. |
| Do you have the right to work in the UK?  | Choose an item. |
| If yes, please state on what basis  | Choose an item. |
| If other, please state |       |

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| **SIGN AND DATE** |
| Full Name  |       |
| Signature  |       |
| Date  | Click or tap to enter a date. |

### (form continues below)

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| **PERSONAL DETAILS** |
| Title (Mr, Mrs, etc.)  |       |
| First name  |       |
| Middle name |       |
| Surname (family name)  |       |
| All previous surnames  |       |
| National Insurance number  |       |

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| **CONTACT DETAILS** |
| Address Line 1  |       |
| Address Line 2 |       |
| Town  |       |
| County  |       |
| Postcode  |       |
| Home phone  | Area code       number       |
| Work phone | Area code       number       |
| Mobile phone |       |
| Email address  |       |
| Preferred contact method | Choose an item. |

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| **DISABILITY AND ACCESSIBILITY** |
| The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. |
| Do you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview? | Choose an item. |
| If yes, what arrangements or adjustments do you require? Please answer in the box below |
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| **RELATIONSHIPS TO THE SCHOOL OR TRUST** |
| Please list any personal relationships that exist between you and any of the following members of the Trust:This includes:* Trustees or Members
* Local Governors
* Employees
* Pupils
 |
| **Full Name** | **Relationship** | **School or Trust** |
|       |       |       |
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### (form continues below)

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| **FULL EMPLOYMENT HISTORY** |
| Please give a full history, in chronological order, starting with your most recent occupation & ending with your first occupation since leaving secondary education. Provide start and end dates for all occupations. |

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| **CURRENT EMPLOYER** |
| **Job Title** (or course details if currently a student) |       |
| **Employer details**   | Name |       |
|  | Address |       |
|  | Email |       |
|  | Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Age range of those your worked with** (where applicable) |       |
| **Number of pupils on roll** (where applicable) |       |
| **Type of contract** | Choose an item. |
|  | Choose an item. |
| **Salary** (including allowance) |       |
| **Description of role and duties:** |
|       |
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| **PREVIOUS EMPLOYMENT** |
| **Job Title** (or course details if currently a student) |       |
| **Employer details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date of leaving**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Age range of those your worked with** (where applicable) |       |
| **Number of pupils on roll** (where applicable) |       |
| **Type of contract** | Choose an item. |
| Choose an item. |
| **Salary** (including allowance) |       |
| **Description of role and duties** |
|       |

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| **PREVIOUS EMPLOYMENT** |
| **Job Title** (or course details if currently a student) |       |
| **Employer details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date of leaving**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Age range of those your worked with** (where applicable) |       |
| **Number of pupils on roll** (where applicable) |       |
| **Type of contract** | Choose an item. |
| Choose an item. |
| **Salary** (including allowance) |       |
| **Description of role and duties** |
|       |

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| **PREVIOUS EMPLOYMENT** |
| **Job Title** (or course details if currently a student) |       |
| **Employer details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date of leaving**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Age range of those your worked with** (where applicable) |       |
| **Number of pupils on roll** (where applicable) |       |
| **Type of contract** | Choose an item. |
| Choose an item. |
| **Salary** (including allowance) |       |
| **Description of role and duties** |
|       |

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| **PREVIOUS EMPLOYMENT** |
| **Job Title** (or course details if currently a student) |       |
| **Employer details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date of leaving**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Age range of those your worked with** (where applicable) |       |
| **Number of pupils on roll** (where applicable) |       |
| **Type of contract** | Choose an item. |
| Choose an item. |
| **Salary** (including allowance) |       |
| **Description of role and duties** |
|       |

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| **VOLUNTARY WORK** |
| Please provide details of all voluntary work. List most recent first.If you have not completed any voluntary work, please leave blank. |

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| **VOLUNTARY ROLE** |
| **Role**  |       |
| **Organisation details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date left**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Description of responsibilities** |
|       |

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| **VOLUNTARY ROLE** |
| **Role**  |       |
| **Organisation details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date left**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Description of responsibilities** |
|       |

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| **VOLUNTARY ROLE** |
| **Role**  |       |
| **Organisation details**   | Name |       |
| Address |       |
| Email |       |
| Telephone |       |
| **Date started**  | Click or tap to enter a date. |
| **Date left**  | Click or tap to enter a date. |
| **Reason for leaving**  |       |
| **Description of responsibilities** |
|       |

### (form continues below)

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| **GAPS IN EMPLOYMENT** |
| Please provide details of any gaps in employment since leaving school and give the reason.If not applicable, please leave blank. |
| **Start date**  | Click or tap to enter a date. |
| **End date**  | Click or tap to enter a date. |
| **Reason for employment gap**  |       |

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| **Start date**  | Click or tap to enter a date. |
| **End date**  | Click or tap to enter a date. |
| **Reason for employment gap**  |       |

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| **EDUCATION AND QUALIFICATIONS** |
| Please provide details of your education from secondary school onwards. You will be required to produce evidence of qualifications.Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post. |
| **Name/Location of School, College or Organisation**  | **Start Date**  | **End Date**  | **Name of Qualification**  | **Subjects and grades or results expected** (plus awarding body and date of award) |
|       | Click or tap to enter a date. | Click or tap to enter a date. |       |       |
|       | Click or tap to enter a date. | Click or tap to enter a date. |       |       |
|       | Click or tap to enter a date. | Click or tap to enter a date. |       |       |
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|       | Click or tap to enter a date. | Click or tap to enter a date. |       |       |

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| **TRAINING AND PROFESSIONAL DEVELOPMENT** |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. Relevant copies will be requested.If you have not completed any training or personal development, please leave blank. |
| **Start Date**  | **End Date**  | **Length of course**  | **Course title**  | **Qualifications received**  | **Course provider**  |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |
| Click or tap to enter a date. | Click or tap to enter a date. |       |       |       |       |

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| **MEMBERSHIP AND PROFESSIONAL BODIES** |
| Please provide details of any professional bodies to which you belong. Relevant certificates of membership and entry qualifications will be required.If you do not have any belong to any professional bodies, please leave blank. |
| **Name of professional body**  | **Level of membership**  | **Date of membership**  |
|       |       | Click or tap to enter a date. |
|       |       | Click or tap to enter a date. |
|       |       | Click or tap to enter a date. |
|       |       | Click or tap to enter a date. |

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| **TEACHER STATUS** |
| Are you applying for a teaching position or do you have qualified teacher status?  | Choose an item.*If yes, please complete the below questions* |
| Teacher reference number |       |
| Do you have QTS?  *(Qualified Teacher Status)* | Choose an item. |
| If yes, please include your QTS Certificate Number |       |
| Qualification Route (ie UG, PG, PGCE) |       |
| Name at time of degree, qualification or PGCE |       |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?  | Choose an item. |
| Are you subject to a General Teaching Council sanction or restriction?  | Choose an item. |

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| **DRIVING LICENCE DETAILS** |
| Does the post you are applying for require you to have a driving licence?  | Choose an item.*If yes, please complete the below questions* |
| Do you have a valid driving licence?  | Choose an item. |

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| **STATEMENT OF PERSONAL QUALITIES, SKILLS AND EXPERIENCE TO SUPPORT YOUR APPLICATION** |
| Please complete below or attach accompanying information explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. You may wish to discuss additional skills or relevant special interests. Please be specific and give examples wherever possible. |
| Personal statement  |
|       |

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| Personal statement continued |
|       |

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| **REFERENCES** |
| Please give the names of at least 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.If you are applying for a teaching position, please ensure that you identify your Headteacher as a referee.If you are not currently working with children but have worked with children previously, please provide referee details for this appointment so a reference can be sought.The Trust reserves the right to seek any additional references we deem appropriate.Please let your referees know that you’ve listed them as a referee and to expect a request for a reference should you be shortlisted. Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. |
| **Referees:** | **Referee 1** | **Referee 2** | **Referee 3** |
| Title  |       |       |       |
| Full Name  |       |       |       |
| What is their relationship to you?  |       |       |       |
| Address  |       |       |       |
| Postcode |       |       |       |
| Telephone (inc. area code) |       |       |       |
| Email address  |       |       |       |
| Is this your current employer | Choose an item. | Choose an item. | Choose an item. |
| If this referee knows you by a different name please state here |       |       |       |
| May we contact this referee without further authority from you?  | Choose an item. | Choose an item. | Choose an item. |

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| **AGE** |
| Your date of birth | Click or tap to enter a date. |

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| **GENDER** |
| What gender are you | Choose an item. |
| If other, please state here |       |

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| **ETHNICITY** |
| How would you describe your ethnicity?Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.Please tick the appropriate boxes. |
| **White** | [ ]  British[ ]  Irish[ ]  English[ ]  Welsh[ ]  Scottish [ ]  Northern Irish[ ]  Gypsy or Irish Traveller[ ]  Any other white background (please specify below) |
|       |
| **Black, African, Caribbean or Black British** | [ ]  African[ ]  Caribbean[ ]  Any other black background (please specify below) |
|       |
| **Asian or British Asian** | [ ]  Bangladeshi[ ]  Indian[ ]  Pakistani[ ]  Chinese[ ]  Any other asian background (please specify below) |
|       |
| **Mixed/Multiple Ethnic Groups** | [ ]  White and Asian[ ]  White and Black African[ ]  White and Black Caribbean[ ]  Any other mixed background (please specify below) |
|       |
| **Other Ethnic Groups** | [ ]  Arab[ ]  Prefer not to say[ ]  Any other ethnic background (please specify below) |
|       |

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| **SEXUAL ORIENTATION** |
| What is your sexual orientation? | Choose an item. |
| If other, please state here |       |

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| **BELIEF** |
| What is your religion or belief? | Choose an item. |
| If other, please state here |       |

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| **DISABILITY AND HEALTH** |
| Do you consider yourself to have a disability or health condition? | Choose an item. |
| If yes, what is the effect or impact of your disability or health condition on your ability to give your best at work? |       |
| Information for candidates with a disability can be found on the final page of this application form. |

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| **SIGNATURE** |
| Signature  |       |
| Date  | Click or tap to enter a date. |

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| **INFORMATION FOR CANDIDATES WITH A DISABILITY** |

### Faringdon Learning Trust welcomes applications from all sectors of the community, including candidates with a disability.

### Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

### The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

### You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or Tel: 0845 604 6610

### **Arrangements if selected for interview**

### If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

### [ ]  Interview information on audio tape

### [ ]  Interview information in large print format

### [ ]  Sign language or other assistance with communication at interview

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| Other assistance details:       |

### [ ]  Induction loop in interview room

### [ ]  Wheelchair-accessible location for interview

### [ ]  Car parking space for interview

### [ ]  Facility for personal carer, assistant or other person to accompany you at interview

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| Other requirements — please give details:      |