

# ABINGDON LEARNING TRUST

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

This form should only be used to make applications for advertised vacancies at Abingdon 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 "**F**ile", then "**S**ave **A**s..." and finally click the **S**ave button (you can change the filename and location if you wish).

### How to submit your job application form

1 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 **E**nter key to start a new line. You can use the **T**ab 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.

2 Save the document.

3 When you have finished, attach the document to an email, and return it to [recruitment@abingdonlearningtrust.org](mailto:recruitment@abingdonlearningtrust.org)

4 Alternatively you can print the completed document and send it by post to the address given in the information pack.

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, Abingdon Learning Trust ensures 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.

**Privacy Notice** – the following link will take you to the Abingdon Learning Trust Privacy Notice for employees:

[ALT Employee Privacy Notice](#)

# ABINGDON LEARNING TRUST

## Application for Employment Safer Recruitment and School Support

### CONFIDENTIAL

Please read the Guidance Notes above before completing this form

Post details	
Post applied for	Reference
Personal details	
Title (Mr, Mrs, etc.)	
First name	
Middle name	
Surname (family name)	
All previous surnames	
National Insurance number	
Address details	
House name/ number & street	
Address Line 2	
Town	
County	
Postcode	
Home phone	
Work phone	
Mobile phone	
Email address	(Our main method of contacting you will be through the e-mail address you provide here)

(form continues below)

# ABINGDON LEARNING TRUST

Current employment or occupation	
<b>Job Title</b> (or course details if currently a student)	
<b>Employer's name and address</b> (or school/ college/ university)	
<b>Current salary</b> (If part time include percentage of full time)	
<b>Date started</b> (month/ year)	

Previous employment or occupation				
<p>Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet.</p>				
Job title or Occupation	Employer's name or Activity	Date started (month/ year)	Date left (month/ year)	Reason for leaving

(form continues below)

# ABINGDON LEARNING TRUST

## 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.

If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

**Name at time of qualification (if different)**

Name of qualification	Subjects and grades or results expected	School/ College/ University attended	Date awarded (month/ year)

## Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Relevant Skills and Experience* section.

Name of professional body	Level of membership	Membership number	Date of membership

(form continues below)

# ABINGDON LEARNING TRUST

Training	
Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the <i>Relevant Skills and Experience</i> section.	
Name of course	Date completed (month/ year)

Relevant skills and experience
<p>Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.</p> <p>This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.</p>

**Please use this text field to describe your relevant skills and experience...**

(form continues below)

# ABINGDON LEARNING TRUST

Referees			
<p>Please give details of at least <b>two</b> referees who can confirm that you meet the selection criteria for the post. <b>Your referees should not be related to you in any way nor writing solely as a colleague or friend.</b> If you are (or have recently been) employed, one <b>must</b> be your current or last employer.</p> <p>If you are (or have recently been) a student, one should be a senior staff member from your place of study.</p> <p>If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.</p> <p>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.</p>			
Referees:	Referee 1 (Current or most recent line manager)	Referee 2	Referee 3
Title			
First name			
Surname (family name)			
Organisation name and position of referee			
Address			
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?			

(form continues below)

# ABINGDON LEARNING TRUST

## Additional details

Is anyone in your household or family an employee or governor of the Abingdon Learning Trust?

If you have answered "Yes" to the question above, please provide details:

Do you require sponsorship under the UK points based registration system?	
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If you answered "Yes" to the question above, please provide details	
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When would you be available to start work?	
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Where did you see this post advertised? (please tick).

Website

Publication

Other

Please provide details of where you saw this post

## Convictions policy

Abingdon Learning Trust applies the Safer Recruitment in Education standard to all appointments.

It is Abingdon Learning Trust's policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school's care who are receiving it's services. The policy states clearly that only relevant convictions are taken into account.

Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.

Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS)

(form continues below)

# ABINGDON LEARNING TRUST

<b>Convictions</b>	
Have you ever been convicted of any offence or received a caution, warning, bind-over or reprimand?	
If "Yes", please give details including the offence and the date:	
<b>Details</b>	<b>Date</b>
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). 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.	Yes/No

<b>Prosecutions pending</b>	
Do you have any prosecutions pending?	
If "Yes", please give details and proposed date of hearing:	
<b>Details</b>	<b>Date of hearing</b>

(form continues below)



# ABINGDON LEARNING TRUST

## Data Protection Statement

Abingdon Learning Trust will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes and **by submitting this application form you are consenting to our processing this for the purposes above.**

If your application is unsuccessful, we will keep your information for 12 months in accordance with legal requirements and for administration purposes.

Under the Data Protection Act 2018 you have a right of access to the information we hold about you for which we may charge a small fee, and you have a right to correct any inaccuracies in your information. Please contact Mrs Zoe Bratt, Chief Financial Officer, Abingdon Learning Trust, Hendred Way, Abingdon, Oxon, OX14 2AW. Tel: 01235 533583.

## Declaration

**You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.

Signed		Date	
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Abingdon Learning Trust is an equal opportunities employer that recognises the terms and conditions of maintained schools, including maternity benefits. Abingdon Learning Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children and requires all staff to share this commitment. The successful candidate will be required to apply for a DBS check at an enhanced level.

(form continues below)

# ABINGDON LEARNING TRUST

## Equal opportunities

Abingdon Learning Trust is an equal opportunity employer and is committed to promoting equality and social inclusion. Abingdon Learning Trust operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Abingdon Learning Trust monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

## Personal details

Surname (family name)	
First name	
Date of birth (dd/mm/yyyy)	
Gender	
Sexual Orientation	
Do you consider that you have a disability?	
Religion and/or belief	
Are you employed by Abingdon Learning Trust	

(form continues below)

# ABINGDON LEARNING TRUST

## Information for candidates with a disability

Abingdon 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.”

### 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                               | <input type="checkbox"/> |
| Interview information in large print format                       | <input type="checkbox"/> |
| Sign language or other assistance with communication at interview | <input type="checkbox"/> |

Other assistance details:

- |  |                          |
|--|--------------------------|
| Induction loop in interview room   | <input type="checkbox"/> |
| Wheelchair-accessible location for interview   | <input type="checkbox"/> |
| Car parking space for interview  | <input type="checkbox"/> |
| Facility for personal carer, assistant or other person to accompany you at interview | <input type="checkbox"/> |

Other requirements — please give details:

### Arrangements if appointed

Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.