



EDUCATION TRUST

Application Form for Non -Teaching Posts

Please complete in black

Folio Education Trust or Name of Employing School:	Position Applied for
	Return completed application by:

PERSONAL DETAILS

Last Name	
First Name(S)	
Title	
Previous Names	
Address (including postcode)	
Date of relevant technical qualification if applicable	
Home Telephone Number	
Work Telephone Number	
Mobile Telephone Number	
Email Address	

National Insurance Number	
Eligibility to work in the UK All successful applicants will be required to provide evidence of their entitlement to work in the UK.	<i>Applicants must be legally entitled to live and work in the UK. Please request an information sheet (Prevention of Illegal Working) if required. This gives details of acceptable documents you will be required to bring, should you be appointed.</i>
Are you eligible to work in the UK? **	YES/NO
If YES ** Do you require a work permit in the UK?	YES/NO
If you possess a UK work permit please specify the date of expiry	
If NO ** please specify your circumstances	

Folio Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, (medical screening & confirmation of right to work in the UK - but not for volunteers), review of social media and all other pre-employment checks in line with safer recruitment requirements.

EDUCATION AND ACADEMIC QUALIFICATIONS

School/College/University	From MM/YY	To MM/YY	Subjects, Qualifications, Grades, Honours
Secondary			
Higher Education			
Further postgraduate qualifications (including PGCE)			

PRESENT APPOINTMENT (or most recent)

Title of current post		Date Appointed	
Name of School, Academy, or Employer and their Address			
Summary Responsibilities 3 key achievements			
Salary point on scale (L/M)		Local Authority	Complete sections if applicable
Additional allowances (eg TLR, SEN etc)		Type of school Academy/Community etc	
Basic Salary	£	Gender / Mixed	
Value of allowances	£	NOR	
Total Salary	£	Age Range	
Date Left or Notice Period		Reason for leaving	

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PREVIOUS APPOINTMENTS (please start with most recent)

Any gaps in employment should be recorded on page 4

Employer Name Nature of occupation Main Responsibilities held	Salary Allowances Hours	Period of Service		Reason for leaving
		From MM/YY	To MM/YY	
Insert rows as necessary				

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OTHER WORK EXPERIENCE *(Please start with most recent)*

Nature of Occupation Place of Work	Employer	Period of Service (m/y)		Reason for leaving
		From	To	

PERIODS WHEN NOT WORKING

(Please give details of any voluntary work and other periods when you have not been employed)

From (m/y)	To (m/y)	Reason

PROFESSIONAL DEVELOPMENT

(Please give details of courses relevant to this application and indicate any awards earned)

Course Title	Provider	Duration	Dates	Awards <i>(if any)</i>

INTERESTS *(Both professional and leisure)*

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STATEMENT OF APPLICATION

In support of your application, you are recommended to include a statement giving your reasons for applying for this post, outlining your experience and suitability with reference to the Person Specification; finally indicating briefly how you would support our values and could contribute to the wider benefit of the school. Include any information which you consider relevant to this application.

This should be on no more than 2 sides of A4 / 1350 words minimum (plain) font size 11.

Please use the last section of this form.

WHEN SAVING THE FORM PLEASE START WITH YOUR NAME.

REFEREES

- *References will only be sought for short listed candidates. It is our policy to obtain references prior to interview if you have concerns regarding this please contact us..*
- *The first reference **must** be your present or most recent employer*
- *If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. (If you are currently serving as Headteacher or Principal, or were previously employed as one, then your referee should be the Chair of the Governing Body.)*
- *If you are currently working with children your present employer will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer.*
- *If you are not currently working with children but have done so previously the second reference **must** be that employer.*
- *Please do not give relatives or people solely in the capacity as friends as a referee*
- *Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.*

REFEREE 1	REFEREE 2
NAME	NAME
POSITION	POSITION
ADDRESS (including postcode)	ADDRESS (including postcode)
TEL NO	TEL NO
EMAIL ADDRESS	EMAIL ADDRESS
In what capacity do you know the referee?	In what capacity do you know the referee?
May we contact this referee without further reference to you YES/NO	May we contact this referee without further reference to you YES/NO
If you are known to either referee by any other name please give details	

DISABILITIES

If you require any special arrangements to be made for your interview/assessments on account of a disability, please email personnel@wcgs.foliotrust.uk

You will be sent a confidential form to provide us with the information you feel would help us to accommodate your needs during the selection process and thus meet our obligations under the Equality Act 2010.

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DECLARATION

Are you related to or have a close relationship with any Trustee, any staff or Local Advisor of the appointing school? **YES / NO** If YES, who and in what capacity?

NB: Canvassing of Folio Education Trust staff, Trustees, or Local Advisors by or on behalf of an applicant whether directly or indirectly is forbidden.

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently, if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. Therefore, you will be required to declare ANY convictions, cautions and bind-overs you may have, including those regarded as 'spent'.

However, 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.

Having a criminal record will not necessarily prevent you from taking up an appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? **YES/NO**

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? **YES/NO**

Are you either on the Children's Barred List (previously List 99 and PoCA list), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body? **YES/NO**

It is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered YES to either of the above questions, please contact personnel@wcfgs.foliotrust.uk for the necessary secure forms to submit with your application.

The "Trust", "we", "us", "our" for the purposes of this notice means Folio Education Trust and its trading names (each of our schools). Folio Education Trust is a data controller in its own right for the purposes of data protection law.

As part of our candidate application and recruitment activities we collect, process and store personal and special categories of data which may directly or indirectly identify you (together "personal information").

We process personal information for a range of purposes relating to general recruitment activities as well as the recruitment process and this may include your application, assessment, pre-employment screening, and your worker permissions.

The Candidate Privacy Notice ("Privacy Notice") published on our website www.folio-education.co.uk sets out:

- why we collect your personal information;
- what information is collected and;
- how it is processed within the recruitment process.

By signing the declaration at the end of the application form, I confirm that I have been provided with access to the Privacy Notice explaining how data on this form will be used and processed.

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal. *(As this is completed electronically you will be required to sign a copy if appointed.)*

NAME /SIGNATURE OF APPLICANT

DATE

Thank you for your application. Please indicate if you require acknowledgement of its receipt.

Otherwise, in the interests of public economy, only shortlisted applicants will receive further notification.

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We would be grateful if you could inform us of where you saw this vacancy advertised:

Use this box to include your statement in support of your application.

Please use a simple 11-point font. This should be no more than 1350 words (ie 2 sides of A4).

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