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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POSITION APPLYING FOR** | | | | | | **HOURS OF WORK** (DELETE AS APPROPRIATE) | | | |
|  | | | | | | Full-time/Part-time/Bank | | | |
| **Where did you hear about this position?** | | | | | |  | | | |
|  | | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| **Title -** Mr/Mrs/Miss/Ms/MX/Other: | | | **Surname:** | | | **Forename(s)** (in full) | | | **Previous Surname(s)** |
| **Home Address** | | | | | | **Contact Details** | | | |
|  | | | | | | Home Telephone No: | |  | |
| Mobile No: | |  | |
| Email: | |  | |
|  | | | | | | | | | |
| **EMPLOYMENT HISTORY** | | | | | | | | | |
| Date from (mm/yy) | Date to (mm/yy) | | | Name & address of employer | | | Job title, type of work & reason for leaving | | |
|  |  | | |  | | |  | | |
|  |  | | |  | | |  | | |
| **CURRENT SALARY/MOST RECENT SALARY AND ASSOCIATED BENEFITS** | | | | | | | | | |
| **Salary (per annum)** | | £ | | | **Benefits** | Pension  Childcare vouchers  Healthcare  Staff Discounts  Life Insurance  Annual leave | | | |

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| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT HISTORY**  Please provide details of ALL previous employment (if necessary please continue on a separate sheet). | | | |
| Date from  (mm/ yy) | Date to  (mm/yy) | Name & address of employer | Job Title  Description of work & reason for leaving |
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| **GAPS IN EMPLOYMENT**  Please indicate in the space below any gaps in your employment history and explain the reasons for these gaps e.g. unemployment, travel, and childcare. We require this information in order to ensure the safeguarding of our students and in-line with our internal recruitment process. | | |
| Date from (mm/yy) | Date to (mm/yy) | Reason |
|  |  |  |
|  |  |  |
|  |  |  |
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| --- | --- | --- |
| **EDUCATION & QUALIFICATIONS** | | |
| Name of School, College, University | Date | Qualification/Grade |
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| --- | --- |
| **JOB RELATED OR RELEVANT TRAINING** | |
| Date | Course Title |
|  |  |
|  |  |
|  |  |

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| --- | --- | --- | --- | --- |
| **MEMBERSHIP OF PROFESSIONAL BODY/INSTITUTE** | | | | |
| Name of Institute/Body | Membership Grade | Membership No. | Examination | Date |
|  |  |  | Yes  No |  |
|  |  |  | Yes  No |  |
|  |  |  | Yes  No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT REFERENCES** | | | | |
| Treloar Trust requires two employment references from all candidates. These references must be from your two most recent employers. Neither referee should be a relative or someone known to the applicant solely as a friend.  Please provide details of the individual we should contact.  If you are unable to give two employment references then please provide the name of an individual who can provide an independent character reference. | | | | |
| **REFERENCE 1** (must be most recent employer) | | | | |
| **Name:** |  | Can we contact prior to interview? | Yes  No | |
| **Job Title** |  | Telephone No. |  | |
| **Company** |  | Email: |  | |
| **Address** |  | Relationship to you |  | |
| **REFERENCE 2** | | | | |
| **Name:** |  | Can we contact prior to interview? | | Yes  No |
| **Job Title** |  | Telephone No. | |  |
| **Company** |  | Email: | |  |
| **Address** |  | Relationship to you | |  |

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| **PROTECTION OF CHILDREN**  (Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 | | | | | |
| The Trust takes advantage of the national arrangements organised by the Disclosure & Barring Service whereby they check that people appointed to the staff do not have a police record of a nature that would indicate that they are not suitable for such a post. All short-listed candidates will be asked at interview to confirm that they have no such record. The successful candidate will be required to provide the information on which the DBS check will be based and to agree to that check being carried out. **This check is not limited by the Rehabilitation of Offenders Act to offences committed within the recent past or unspent convictions but does exclude ‘protected’ warnings, cautions and convictions.** A copy of the Code of Practice is available upon request. | | | | | |
| **Have you had any cautions or been convicted of any criminal offences?** | | Yes  (see below) | | No | |
| If you **answered yes** then please give details of the conviction(s) and the Dates(s) under separate cover. Please address this marked ‘Private & Confidential’, in a sealed enveloped marked for the attention of the Head of HR. | | | | | |
|  | | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | |
| I confirm that I am eligible to live and work in the UK | | Yes | | No | |
| My National Insurance Number is: |  | | | | |
| **COVID-19 VACCINATION** | | | | | | |
| All applicants, unless medically exempt, will be required to have had or be willing to have both doses of the COVID vaccine before employment commences. | | | | | | |
| Please tick here to indicate if you are willing to agree to this. | | | I agree | | I do not agree | |

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| **REASON FOR APPLICATION**  Please provide your reason for applying and demonstrate how you meet the person specification for this position.  Please ensure that you outline how you meet the criteria for the role by referring to the minimum and desirable criteria within the Person Specification section of the Job Description (please continue on additional sheet if required). | | | | | |
|  | | | | | |
| **DECLARATION**  Please read, sign & date | | | | | |
| I hereby declare that I have completed this application truthfully and understand that I will be liable to disqualification or dismissal should any of the information be found to be false. | | | | | |
| NOTE: The Treloar Trust complies with the provisions of the General Data Protection Regulation. The organisation treats personal data collected during the recruitment process in accordance with its data protection policy.  By signing this form you give your consent for the Trust to process sensitive and other personal data for the purposes of recruitment and selection. If you complete and return this form electronically it will be deemed that you agree to the declaration. | | | | | |
|  | | | | | |
| **Signature**  **Treloar Trust is committed**  **to safeguarding children, young people and vulnerable adults**  **All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks.**  **Due to the high number of applications we receive if you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful.**  **Thank you for expressing your interest in working for Treloar Trust.** |  |  |  | **Date** |  |

******TRELOAR TRUST**

**Equality and Diversity Monitoring Form**

In order to monitor our Equality and Diversity policy we would ask you to complete this form.

This information will be used for monitoring purposes only and will **not** be used in assessing and or scoring your application or at interview stage. It is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff within Human Resources Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** |  | **Surname** |  |
| **Date of Birth** |  | **Nationality** |  |
| **Position applied for** |  | | |

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| |  |  | | --- | --- | | **Sexual Identity (please tick where appropriate)** | | | Female |  | | Male |  | | Transgender (Transitioning) |  | | Transgender (Transitioned) |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Sexual Orientation (please tick where appropriate)** | | | Bisexual |  | | Gay Man |  | | Gay Woman / Lesbian |  | | Heterosexual |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Age Band (please tick where appropriate)** | | | 16-24 years |  | | 25-34 years |  | | 35-49 years |  | | 50-54 years |  | | 55 and over years |  | | Prefer not to say |  |  |  |  | | --- | --- | | **Religion / Belief (please tick where appropriate)** | | | Buddhist |  | | Christian |  | | Hindu |  | | Jewish |  | | Muslim |  | | Sikh |  | | Other |  | | None |  | | Prefer not to say |  | | |  |  |  | | --- | --- | --- | | **Ethnic Origin** | | | | ***White*** | | | | British |  | | | Irish |  | | | White Other |  | | |  | | | | ***Asian or Asian British*** | | | | Bangladeshi |  | | | Indian |  | | | Pakistani |  | | | Any Other Asian |  | | |  | | | | ***Black and Black British*** | | | | African |  | | | Caribbean |  | | |  | | | | ***Mixed*** | | | | White & Asian |  | | | White & Black African |  | | | White & Black Caribbean |  | | | Any Other Mixed |  | | |  | | | | ***Other*** | | | | Chinese | |  | | Any Other | |  | | Prefer not say | |  |  |  |  | | --- | --- | | **Do you consider yourself to have a disability? (please tick where appropriate)** | | | Yes |  | | No |  | | Prefer not say |  | |

The Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant receives less favourable treatment as a consequence of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or philosophical belief, sex or sexual orientation, responsibility for dependants, employment status, trade union membership or social and economic status.  Furthermore, the Trust believes that an individual’s criminal record should not lead to less favourable treatment unless it can be shown to be clearly related to the duties or role expected of the employee.  Selection criteria and procedures are intended to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits and abilities.

**All information provided by applicants will be treated as confidential**

**General Information for Prospective Employees**

Welcome to the Treloar Trust. The following information covers some of our Terms and Conditions of Employment and general information regarding working for the Trust. Please read it prior to coming to your interview, where we will be happy to answer any questions that you may have.

**Pensions and Retirement**

The Trust operates a Group Personal Pension Scheme that is available to all permanent members of staff after three months of service. The employee's contribution is flexible from 2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.

**Life Insurance**

Free life insurance cover equal to three times the basic salary is provided for all permanent employees. (Excluding those in the Teachers Pension Scheme who have life insurance provided as part of their pension arrangements)

**Training**

At the Trust we believe that training is essential to enable all employees to perform their duties to the highest standard. Whilst you are with us you will have the opportunity to develop your existing skills and to learn many new skills. This will be through a combination of on-job and off-job training, often supported by formal qualifications. Some training is mandatory e.g. induction, moving and handling and everyone is required to attend the annual Trust Training Days. Please be aware that some parts of these courses may take place outside normal working hours.

**Sick Pay**

If you are absent from work and your illness or injury prevents you from working you may be entitled to the following sick pay benefits (including the amount of any statutory sick pay or social security sickness benefit to which you may be entitled) provided that the Trust is satisfied with the reasons given for your absence. Depending on your length of service, the benefits outlined below may apply.

Within your first year of employment with the Trust your entitlement to Trust sick pay will accrue at the rate of two days for each completed month of service up to a maximum of 20 days. Thereafter the following Trust sick pay may be paid:

|  |  |  |
| --- | --- | --- |
| **Period of continuous service**  **on the first day of absence** | **Period of full pay** | **Period of half pay** |
| During first 3 months | SSP only | 0 |
| After 3 months and up to 12 months | 2 weeks | 0 |
| After 12 months and up to 18 mths | 4 weeks | 0 |
| Over 18 months and up to 3 years | 4 weeks | 2 weeks |
| Over 3 years | 6 weeks | 2 weeks |

**Beverages and Meals**

All members of staff pay for beverages available during their working hours to avoid tax problems. The amount you pay depends on the number of hours that you work and ranges from £1.33 to £4.99 per month. Staff may eat in the Dining Room for a very reasonable charge.

**Union Membership**

Union membership is voluntary. No union has been recognised fully in any part of the Trust, but Unite has been granted limited rights in the Catering and Ancillary departments. Should you decide to join Unite your subscriptions may be deducted through payroll.

**Conflict of Interests**

Trust employees are not permitted to undertake any other employment that, in the opinion of the Trustees, would interfere with the efficient discharge of their duties.

**Car Parking**

All staff cars should be parked in the main car parks. The Trust can accept no responsibility for the loss of or damage to any vehicle parked on or near Trust property, however caused.