



# UNITED CHURCH SCHOOLS TRUST / UNITED LEARNING TRUST

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**Application for the Post of:** \_\_\_\_\_

Please complete and return to \_\_\_\_\_ with the completed Applicant Monitoring Form by no later than \_\_\_\_\_

## Personal Details

Surname (BLOCK letters):	Initials:
Home Address:	Email Address:
	Telephone Number (home):
Telephone Number (mobile):	Telephone Number (work):

## Current Employment

Please give brief details of your present position and duties including title, date when present employment started and principal accountabilities.

Name and Address of Present Employer:	Current Salary:
	Length of Notice Required:

## Employment History

Please give details of all the positions you have held since completing your full time education. Start with your most recent position and work back.

Dates		Name and address of employer	Position and Duties	Salary	Reason for leaving
From	To				

## Education

Name of secondary school(s) attended	Examinations taken, results obtained, scholarships and other distinctions

## Further Education

*Please attach photocopies of documentary evidence of qualifications.*

Name of College(s) and/or University(ies) attended	Subjects Studied	Examinations taken, results obtained, class of pass, scholarships and other distinctions

## Professional and Vocational Qualifications

Technical, Professional or Occupational training to include relevant training, apprenticeships, articles, evening, full time day and day release courses, correspondence courses, company courses. *Please attach photocopies of documentary evidence of qualifications.*

Type of Training	Subjects/Skills	College, Firm, Institute	Qualifications gained

**Personal Statement**

Please use the space below to detail the skills and experience that demonstrate your suitability for the role against the criteria detailed in the person specification. Please continue on a separate sheet if necessary.

A large empty rectangular box with a thin black border, intended for writing a personal statement.

**Referees** (These should not be family members)

Please give the names of two persons to whom reference may be made. One of these referees must be your current, or most recent, employer. We will not seek further permission from you to approach your referees unless you indicate otherwise.

Name .....	Name .....
Occupation .....	Occupation .....
Address .....	Address .....
.....	.....
.....	.....
.....	.....
Tel. No .....	Tel. No .....
Email Address .....	Email Address .....

**Personal Relationships**

Are you related to, or do you have a close personal relationship with, any existing member of staff or local governing body member within United Church Schools Trust/United Learning Trust?      Yes          No   

If yes, please state their name and position

**Declaration**

I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

I understand that, if offered this post, the appointment will be subject to a CRB Enhanced Disclosure, medical clearance and employment references, all of which are satisfactory to UCST/ULT.

Signature of Applicant:	Date:
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**For Internal Use Only**

Shortlisted:	Yes / No	Shortlister Signature:	_____
Selection Date:	_____	Invitation Sent:	_____
Offered Appointment:	Yes / No	Interviewer Signature:	_____



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**Post Applied for:** \_\_\_\_\_

## Applicant Monitoring Form

Section - this section is compulsory

Please complete the following section. *The information will not be used as part of the selection process and will not be disclosed to the selection panel.*

<b>Forename(s):</b>	<b>Surname:</b>
<b>Previous Name(s):</b>	
<b>Title:</b> Dr/Mr/Mrs/Miss/Ms/Other (Please state)	<b>Gender:</b> Male/Female
<b>Place of Birth:</b>	<b>Date of Birth:</b>
<b>National Insurance Number:</b>	

Section 2 - this section is voluntary

United Church Schools Trust/United Learning Trust is committed to a policy of equal opportunities in employment. To help us monitor the effectiveness of this policy it would be helpful if you would complete the following sections. *The information will not be used as part of the selection process and will not be disclosed to the selection panel.*

### Ethnic Origin

Please tick a box from the list below which best describes the ethnic group to which you belong.

<b>White</b>	British (A1)	Irish (A2)	
	Other White background (A3). Please specify		
<b>Mixed Race</b>	White and Black Caribbean (B1)	White and Black African (B2)	
	White and Asian (B3)		
	Other Mixed background (B4). Please specify		
<b>Asian or Asian British</b>	Indian (C1)	Pakistani (C2)	
	Bangladeshi (C3)		
	Other Asian background (C4). Please specify		
<b>Black or Black British</b>	Caribbean (D1)	African (D2)	
	Other Black background (D3). Please specify		
<b>Chinese or Other Ethnic Group</b>	Chinese (E1)		
	Other (E2). Please specify		

### Disability

Do you have any permanent or recurrent illnesses or disabilities? If yes, please specify. <i>(A disability or health problem does not preclude full consideration for the job.)</i>
Would you require any special arrangements/facilities if you were invited for interview/testing? If yes, please specify.

### Vacancy Monitoring

Where or how did you hear about the position? If in a publication, which one(s) did you see?
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## CONFIDENTIAL DISCLOSURE

United Church Schools Trust/United Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share that commitment.

All applicants who are offered employment will be subject to an Enhanced Disclosure check from the Criminal Records Bureau before their appointment is confirmed.

As the job for which you are applying involves substantial opportunity of access to children it is exempted from the Rehabilitation of Offenders Act 1974. You are, therefore, required to declare any current or spent convictions, cautions, reprimands, bind-overs or warnings you may have had, regardless of how long ago.

The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that your application will not be progressed or that an offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes you unsuitable for work within an education environment.

Have you ever been charged with, or summoned for, any offence?    Yes        No   

Has the Secretary of State for Education or the Secretary of State for Health ever issued you with a personal warning or caused your name to be included on List 99 which names those who are unsuitable to work with children?    Yes        No   

Are you subject to sanctions imposed by a regulatory body, eg the General Teaching Council (GTC)    Yes        No   

I understand that either withholding or giving false information will disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.

**I confirm that I have nothing to declare / I enclose a confidential statement**  
*(please delete as appropriate)*

**Signature:** \_\_\_\_\_

**Name (BLOCK Capitals):** \_\_\_\_\_

**Date:** \_\_\_\_\_