Nurture Education Trust
289 Drayton Road, Norwich NR3 2PW
E-mail mark.anderson@nurtureeducationtrust.org.uk
www.nurtureeducationtrust.org.uk
Registered Charity No. 1110792 Company Ltd by Guarantee No. 566446

Post applied for: Please return this application form to the Headteacher by e-mail to: mark.anderson@nurtureeducationtrust.org.uk
• Please complete all sections • Please complete the form electronically • Sign and date the declaration at the back of this form
Post applied for:
1. Personal Details
Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please state) _____

First name:	Surname:
Address including postcode:	
Telephone number:	
Email address: This will be used to send all future correspondence about this job.	
If the job requires you to travel and you intend to use a motor vehicle, do you hold a driving licence valid in the UK? Yes ☐ No ☐	
If you do have a driving licence, please tell us what type: Full ☐ Provisional ☐ Other (please specify) ☐	
Are you related to, or in a close relationship with any Trustee or anybody already employed by Nurture Education Trust?	

Yes ☐ No ☐
If yes, please state their position:
2. Current or most recent employment/self-employment/voluntary work (If self-employed enter the name and address of your business)
Employer's name and address including postcode:
Job title/nature of self-employment/voluntary work:
Salary and scale: Weekly hours:
Date started: Date of leaving (if relevant):
Notice Required:
Reason for Leaving:
Brief description of the role/services provided:
3. Employment History
Please list all employment, starting with the most recent, including self-employment and periods of voluntary work since leaving full time education. Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can as you may have developed transferable skills in the job which you can highlight later in your application. Also, all roles at Nurture Education Trust are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are not unexplained gaps in your career.

Employer's name and address and job title	Starting and end dates of employment and reason for leaving

4. Breaks in Employment History	
If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc.	
Starting and end date of employment break	Reason for break
5. Qualifications. If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. Please start with the most recent.	
Secondary school education	
School and dates attended	Qualification, grade and date awarded
Continuing education	
Educational establishment and dates attended	Qualification/subject and grade obtained and awarding body
Do you hold qualified teacher status?	Yes ☐ No ☐ DfE number:

6. Other training relevant to the job (e.g. short courses, personal development, special projects)	
Date and organising body	Brief description of course
Are you registered with the Independent Safeguarding Authority (ISA)? Yes ☐ No ☐	If Yes please state the registration date:

7. Supporting Information

You must provide clear and concise evidence in this section of how you meet the essential and desirable criteria set out in the person specification.

To demonstrate you meet the criteria you may wish to tell us about relevant things you have been responsible for or involved in, what you have achieved and any feedback given. You can include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.

It is only information contained in this application which will decide whether you are shortlisted for interview (unless documents have been specifically requested in the recruitment information). Any additional information provided where this is not required will be disregarded.

If you consider that you have a disability as defined by the Equality Act 2010 and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview.

8. References

If you are shortlisted, referees will be contacted prior to interview. Please give details of three referees, one of whom must be your present and/or last employer and one other from a previous employer. Your referees must have knowledge of your work and character. We do not accept references from friends or family members. To ensure your application is processed without undue delay, we will be contacting your referees by email - please provide full details of your referees including email address.

Referee 1 details

Referee Type: (Essential) Current employer ☐ Previous Employer ☐ Academic ☐

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please state) _____

First name:	Surname:
Organisation:	Position held:

Address including postcode:

Telephone number:	
Business email address:	
Referee 2 details	
Referee Type: Current employer ☐ Previous Employer ☐ Academic ☐ Character ☐	
Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please state) _____	
First name:	Surname:
Organisation:	Position held:
Address including postcode:	
Telephone number:	
Business email address:	
Referee 3 details	
Referee Type: Current employer ☐ Previous Employer ☐ Academic ☐ Character ☐	
Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ (please state) _____	
First name:	Surname:
Organisation:	Position held:
Address including postcode:	
Telephone number:	
Business email address:	
9. Arrangements for people with disabilities	

Do you consider that you have a disability as defined by the Equality Act 2010? Yes ☐ No ☐
If you consider that you have a disability as defined by the Equality Act 2010 and you provide evidence in your supporting information that you meet the minimum (essential) criteria for the job, you will be invited for interview. If you are shortlisted for interview you will have the opportunity to advise us of any reasonable adjustments needed for you to participate effectively in the selection process.
10. Asylum and Immigration Act 1996
Do you require a visa to work in the UK? Yes ☐ No ☐
For further information on the visa requirements to work in the UK see www.ukba.homeoffice.gov.uk

Please confirm the following statements are true by signing the box below.

Declaration
I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise individuals involved in the recruitment process to make any appropriate checks which may be necessary in relation to the job I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974 and Barred List Checks
The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to a satisfactory disclosure being issued by the Disclosure and Barring Service (DBS). Where a post meets the eligibility criteria under the Protection of Freedoms Act 2012 for an Enhanced check for regulated activity, this check will be required. An Enhanced DBS check will be required where the criteria of Schedule 4 under the Safeguarding and Vulnerable Groups Act 2006 is met. Where jobs are exempt from the Rehabilitation of Offenders Act 1974 all cautions and bind overs, including those regarded as 'spent', must be declared. However, 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. Guidance and criteria on the filtering of these cautions and convictions can be read on the Disclosure and Barring Service website. The presence of a criminal record will not necessarily prevent employment.

Please make the following declaration and tick the appropriate box.

I have information to declare Yes ☐ No ☐
If yes, please provide the date(s) and the details of the criminal conviction(s) on Appendix 2. If you are applying by post, place this in a separate envelope to your application form and write your name, post you are applying for and job reference number on the envelope before attaching it to your application form. If you are returning your application by email, send the conviction information in a separate email using the details on the advert.

Safer recruitment
I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

Data Protection

I understand that the personal information I have provided as part of this application will enable the recruiting organisation to manage the recruitment process, assess my suitability for employment, decide whom to offer the job and keep a record of the process. I understand the personal information I have provided will be held on a computer or other relevant filing system and will be shared with other accredited organisations or agencies only in accordance with the General Data Protection Regulations. The organisation may also need to process data from job applications to respond to and defend against legal claims.

I have read and understand above declarations	Yes ☐
Signature:	Date:

Appendix:

Details of criminal convictions

First name:	Surname:
Post applied for :	Date:
Details of conviction information:	