



GUIDELINES: All applicants are advised to read these guidelines prior to completing the application form.

- Only this completed application form will be considered. Any additional information or C.V. will be disregarded. You may, however, use continuation sheets where necessary. Please complete all sections of this application using black ink or typescript.
- All applications must be submitted with a letter of application. The letter should be no longer than 2 sides of A4. Please detail the reasons you are interested in the position, how you fit the requirements of the person specification for the post (indicating experience and where appropriate citing supporting examples) and what particular skills you bring with you.
- Applications must be legible and in capital letters.
- It is the responsibility of all applicants to clearly demonstrate – by the information which they give in their application form – exactly how they meet the essential (and desirable if applicable) criteria for the post as stated. Failure to do so may result in not being short-listed.
- Answers must be provided for all questions on the application form – e.g. “as above” will not be accepted as an answer to questions.
- Where a high volume of applications is received, desirable criteria may be relied upon during shortlisting
- All information provided by an applicant on an application form must be true and accurate. Any application forms containing information that is discovered to be untrue or inaccurate will not be accepted. If an appointment has already been made, it may result in disqualification from appointment or dismissal.
- Applications submitted by email will require a handwritten signature at interview.
- Applications must be received by the designated deadline (time and date). Those applications received after the designated deadline will not be accepted.
- Completed applications should be emailed to HR@diamondlearningtrust.com OR by post to the HR Department, The Diamond Learning Partnership Trust, c/o Winhills Primary Academy, Off Duck Lane, Eynesbury, St Neots, Cambridgeshire, PE19 2DX.
- Please note that it is our policy to communicate with applicants primarily by email so we ask that you check your email account regularly to avoid missing any emails.
- In line with equal opportunities, Part 2 of the application form will be detached from the rest of the application form prior to short-listing. All applications received will be treated in the strictest confidence.
- Please note to comply with our Safe Recruitment guidelines, references will normally be sought prior to interview for certain posts.
- All applicants must read the '[Privacy Notice for Job Applicants](#)' and sign the declaration at Point 11 of this application form.

Internal use only
Ref. No. _____
Date Received _____

Employment Application Form

The DLPT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part 1 and Part 2 of the application.

Vacancy Job Title	
Where did you hear about the vacancy (PLEASE COMPLETE THIS SECTION)	

Part 1. INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS _____ SURNAME OR FAMILY NAME _____
2. LETTER OF APPLICATION *Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on completion of the letter of application.*
3. CURRENT / LAST EMPLOYMENT

Name and address of employer	
Job title <i>Please enclose a copy of the job description, if possible</i>	
Date appointed to current post	
Current salary	
Date available to begin new job	

4. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	

4.1						
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4.2						
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4. FULL CHRONOLOGICAL HISTORY (Cont'd)

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Month	Year	Month	Year	
4.3						
4.4						
4.5						
4.6						
4.7						

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS (e.g. GCSE)

Name of School/College	From	To	Qualifications Gained

6. FURTHER OR HIGHER EDUCATION

Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates		Full or Part-time	Qualifications Obtained
	From	To		

7. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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8 REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

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This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

9. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Email address	
11. National Insurance Number	
12. Have you ever been barred or restricted from working with children or been subject to a child protection investigation?	Yes No If YES give details separately under confidential cover
13. Do you have a current full driving licence?	Yes No
14. Are you eligible to work in the UK/EEA?	Yes No If YES please provide details separately
15. Do you require a work permit?	Yes No If YES please provide details separately
17. Are you related to or have a close personal relationship with any pupil, employee, or governor?	Yes No If YES give details separately under confidential cover
18. The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability we can make adjustments or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role. Do you have a disability you wish us to know about at this stage? If YES, please let us know what access requirements you may have:	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

10. Declaration of offences

As this post involves working with or has access to children or vulnerable adults and/or their records, the successful candidate will require an Enhanced Disclosure from the Disclosure & Barring Service in accordance with the Rehabilitation of Offenders Act 1974, the Police Act 1997 as amended by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.

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 (Amendment) (England and Wales) Order 2013?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been disqualified from working with children or vulnerable adults?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any court cases pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you fail to disclose the above information could result in withdrawal of the job offer, dismissal or disciplinary action by the School.

Possession of a conviction or caution reprimand, warning or bind overs will not necessarily mean that you won't be appointed, each case is considered on its merits. All information given will be treated in the strictest confidence and will be used for this job application only.

If you do not have any, please write none.

Details of offence(s)	Place and date of Judgement(s)	Sentences(s)

11. DATA PROTECTION ACT

Applicants are advised to read the attached Privacy Notice for Job Applicants and to provide consent to the Trust to:

- a) retain and process your personal data; and
- b) retain your personal data for a period no longer than 6 months following your application.

In signing this application form I authorise The Diamond Learning Partnership Trust to check the information supplied and hold all such information in both paper and electronic formats during the recruitment process (without this permission we will be unable to process your application form and your application will be destroyed).

I give permission to the Trust to retain my information for a period no longer than 6 months following the end of the recruitment process and contact me with future potential vacancies (without this consent we will be unable to retain your application form and your application will be destroyed). Yes No

I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed, may lead to disciplinary action and dismissal.

12. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

13. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information may result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 11 above, and in particular that checks may be carried out to verify the contents of my application form

Signature of Applicant

Date

Print Name

PLEASE NOTE SIGNATURES MUST BE HANDWRITTEN

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PART 3

EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act 2018.

Ethnic Group

Please tick

White	British English Welsh Northern Irish Scottish	
	Irish	
	Irish Traveller	
	Gypsy	
	Other White background	
Mixed	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
Asian or Asian British	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Other Asian background	
Black or Black British	Caribbean	
	African	
	Other Black background	
Other ethnic group	Arab	
	<i>Write in:</i>	
Prefer not to say		

Religion

Please tick

No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Disability

Do you consider that you have a disability? *Please tick*

Yes <i>Please complete the grid below</i>	
No	
Prefer not to say	
<i>My disability is: Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation

Please tick

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender

Please tick

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship

Please tick

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	