



## Application form for Belong Learning

### DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants.

This can be found on our website [www.belonglearning.co.uk](http://www.belonglearning.co.uk).

### VACANCY INFORMATION

Application for the post of:

What date are you available to begin a new post?

Where did you first hear about this job?

### DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Belong Learning CIC is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

**Do you have a DBS certificate?** Yes No Date of check:

If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 Years?** Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

We will not ask for any criminal records information until we have received the results of a DBS check.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

## RIGHT TO WORK IN THE UK

Belong Learning CIC will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

## SIGN AND DATE

Name (please print):

Sign:

Date:

## Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in full.

Please return by e mail to [hr@belonglearning.co.uk](mailto:hr@belonglearning.co.uk) by the closing date.

## 1. Personal details

PERSONAL DETAILS	
<b>First name</b>	
<b>Surname</b>	
<b>Preferred title</b>	
<b>Previous surnames</b>	
<b>If you prefer to be called by a name other than the one listed above, please specify</b>	

CONTACT DETAILS	
<b>Address</b>	
<b>Postcode</b>	
<b>Home phone</b>	
<b>Mobile phone</b>	
<b>Email address</b>	

DISABILITY AND ACCESSIBILITY
<p>Belong Learning CIC has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:</p>

## RELATIONSHIP TO BELONG LEARNING CIC

Please list any personal relationships that exist between you and any of the following members of the Belong Learning CIC community:

- Staff
- Pupils

If you have a relationship with an employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at Belong Learning CIC

## 2. Employment history

### CURRENT EMPLOYMENT DETAILS

Job title	Employer details (name, address, email and/or telephone)	Dates employed from-to	Age range taught	No. on roll	Permanent or temporary	Part-time or full-time	Salary (inc. allowances)	Description of responsibilities

### PREVIOUS EMPLOYMENT

Please provide details of **all** previous employment including **any gaps** in employment. List the most recent employment first. (Please extend the table below accordingly).

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving/gaps



## TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last **3 years** that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

## TEACHER STATUS (IF APPLICABLE)

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

## ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

## DRIVING LICENCE DETAILS

**Do you have a valid driving licence?**



## Letter of application

Please insert your letter of application below explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.



## References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

Belong Learning CIC reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POST CODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you do not wish us to contact your referees without your prior agreement, please tick this box: