

**Apprentice** **Application Form**

**Completing the Application Form**

Please note that we do not accept CVs in place of this application form.

You need to go through each section and answer the relevant questions.

This application is for an Apprenticeship programme funded by the Skills Funding Agency (SFA). The programme is delivered through an SFA contract awarded directly to Academies Enterprise Trust, on behalf of South West Essex Community Education Trust.

If you require assistance in completing this form or require the form to be provided in a different format, please contact HR on [recruitment@swecet.org](mailto:recruitment@swecet.org) or telephone 01375 486000. Please send all completed application forms to [recruitment@swecet.org](mailto:recruitment@swecet.org)

1. **Post Applied For**

|  |
| --- |
| Post applied for |
| Establishment ie School or central team |
| Where did you see the post advertised? |

1. **Contact Details**

|  |  |  |
| --- | --- | --- |
| Surname | | Previous Surnames used (if applicable) |
| Forename(s) | | Known As |
| Title | |  |
| Address  Post Code |  | |
| Contact Number |  | |
| Email Address |  | |
| National Insurance Number |  | |

1. **Evidence of the right to live and work in the UK / EU and eligibility for government funding**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to work in the UK? | Yes | No | |
| Have you been resident in the UK or EU for the whole of the last three years? | Yes | No | |
| Date from which you have been continuously resident in the UK / EU |  | | |
| What evidence do you have to support this (e.g. Passport / Birth Certificate) |  | | |
| Country of Birth |  | | |
| Country of issue of Passport |  | | |
| Passport Number |  | | |
| Date Passport valid from |  | | |
| Date Passport valid to |  | | |
| **ONLY if you do not have a current Passport** please provide your Birth Certificate Number |  | | |
| Are you currently undertaking any other government funded training, e.g. university / college / school? | Yes | | No |
| If **YES,** please state qualification(s) being studied |  | | |
| If **NO,** please state the last school or college you attended |  | | |
| What year did you leave? |  | | |

1. **Qualifications (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Year Achieved | Subject | Grade /  Result | Awarding Organisation, e.g. City & Guilds |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. **Employment and work experience in the last 5 years (current / most recent first**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Post / Brief Outline of Duties / Reason for Leaving |
|  |  |  |  |

**06. Personal Statement**

|  |
| --- |
| Please use this section to explain in detail how you meet all of the requirements of the Person Specification and why you consider yourself responsible for the post. This should include all aspects of your education and experience including paid or voluntary work, study or training that is relevant to this position. |
|  |

Referees

1. Please provide details of two employer referees.  These must be your two most recent employers (or equivalent person) including your current employer.  If you are not currently working with children but have in the past, please provide a referee from your most recent employment involving children as well as your current employer.  School based references will be sought from the Head Teacher.  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.  Referees will also be asked about any other current disciplinary sanctions and any capability procedures in the last 2 years.  References will not be accepted from relatives or from people writing solely in the capacity of friends.

|  |  |
| --- | --- |
| **Referee 1** | |
| Title and Name |  |
| Position or relationship to you |  |
| Address  Post Code |  |
| Email Address |  |
| Contact Number |  |
| **Referee 2** | |
| Title and Name |  |
| Position or relationship to you |  |
| Address  Post Code |  |
| Email Address |  |
| Contact Number |  |

**08.References**

|  |  |  |
| --- | --- | --- |
| May we contact your referees without further authority from you? Please **√**. | Yes | No |

**09.Disclosure of Personal Relationships / Interests**

|  |  |  |
| --- | --- | --- |
| Are you related to or have any personal relationship with any employee of the Trust, or a member of the Trust Board relevant to this appointment? Please **√**. | Yes | No |

**Declaration**

Please read the following statements and information relating to your application carefully. By submitting this form and ticking the box you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

**Declaration**

I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**Safer Recruitment and Childcare Disqualification Checks**

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

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 (“the Regulations”) will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**Data Protection**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

**Data Protection (continued)**

If I am the successful applicant, I acknowledge that this information will be retained in line with the Trusts retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for the Trust. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prior Attainment (Office Use ONLY: to be completed by SWECET)**

|  |  |  |
| --- | --- | --- |
| ***Code*** | ***Definition*** | ***Valid To / √*** |
| *9* | *Entry level* |  |
| *7* | *Other qualifications below level 1* |  |
| *1* | *Level 1* |  |
| *2* | *Full level 2* |  |
| *3* | *Full level 3* |  |
| *10* | *Level 4* |  |
| *11* | *Level 5* |  |
| *12* | *Level 6* |  |
| *13* | *Level 7 and above* |  |
| *97* | *Other qualification, level not known* |  |
| *98* | *Not known* |  |
| *99* | *No qualifications* |  |

***Academies Enterprise Trust is committed to ensuring that your privacy is protected. By signing this contract, you agree for Academies Enterprise Trust (AET), and/or agents appointed by the Trust, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to AET. A full list of these organisations is available upon request. Further information about how and why we collect your data can be found in the "AET Privacy Notice for Applicants***