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**Application for Employment – Confidential**

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| Application for the position of: | | Where did you see the position advertised? | |
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| Title: | | Forename: | |
| Surname: | | National Insurance No: | |
| Address: | | | |
| Tel No: | | | |
| Email: | | | |
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| When would you be available for work? | | |  |
| If you have a disability, please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. | | | Ground floor venue, sign language, interpreter, audio loop  Other: |

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| **Current/most recent employment** | | | |
| Name of employer |  | Position title |  |
| Employer address |  | Start date |  |
| Salary |  |
| Contract type |  |
| Tel. No. |  | Date of leaving or notice required |  |
| Reason for leaving |  | | |
| Position Responsibilities: | | | |

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| **Employment History**  Please provide a minimum of ten years’ employment history unless you have fewer years of employment. Please indicate what you were doing in any gaps in your employment. | | | | |
| Name and address of employer: | Date from  Month Year | Date to  Month Year | Position held and duties: | Reason for leaving |
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| **References**  You are required to provide a reference from you current or most recent employer. If you have come directly from education, please provide a referee from your last place of education or training | | | |
| Referee 1 | | Referee 2 | |
| Name of referee |  | Name of referee |  |
| Relationship to you i.e. line manager |  | Relationship to you i.e. line manager |  |
| Referees job title |  | Referees job title |  |
| Name of company |  | Name of company |  |
| Address including postcode |  | Address including postcode |  |
| Contact tel. no. |  | Contact tel. no. |  |
| Email address |  | Email address |  |

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| **Qualifications**  The role is subject to essential skills and attributes as listed on the Job Profile and any that you feel may be relevant to the role. Please list all qualifications you hold and any training undertaken. Please enter your most recent qualifications at the top and work backwards through dates achieved. | | | | |
| Name of qualification  and grade achieved | Subject(s) covered |  | Date qualification awarded | Institute you achieved this through  (school/training co. name) |
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Please continue on a separate piece of paper if needed.

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| **Suitability for role**  Please refer to the job advert, Job Profile, Skills and attributes required as well as the company website to complete this section. Please continue on a separate piece of paper if needed. |
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| **Experience** |
| Please show how your past experience gained either though work, home or voluntary activities will contribute to your suitability for the role. |

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| **Skills** |
| Please show that you have the Skills and attributes outlines in the Job Profile gained either though work, home or voluntary activities: |
| **Knowledge** |
| Please outline your knowledge of education settings and quality standards required. |

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| **Additional/Supporting Information**  You must not exceed two sides of A4 paper (CV’s are NOT allowed) |
| Please use this section if there is any other information you wish to add in support of your application. |

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| **Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-Overs:**  Pivot Academyis legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  If you answer ‘yes’ to either of the following questions, you must disclose details:   * Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? * Do you have any adult cautions (simple or conditional) or spent conviction that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) order 2020?   The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain job roles, certain convictions and cautions are considered ‘protected’ and as such do not need to be disclosed to an employer.  Guidance and criteria on whether cautions and/or convictions should be disclosed can be found on the government website (<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>).  Having a criminal record will not necessarily bar you from employment; each case will be judged on its own merits.  Any declarations should be emailed to [sarah.howarth@pivot-group.co.uk](mailto:sarah.howarth@pivot-group.co.uk), including your name, position applied for and full details of the offence. All offers will be subject to a suitable Enhanced DBS disclosure and a failure to disclose any unspent and/or non-protected offences, may result in a job offer being withdrawn. |
| If you’ve 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** |
| **Data Protection**  All information you send to us is strictly confidential and will be used for the purposes of this recruitment process only. It will be processed and held in accordance with the principles of the Data Protection Act and General Data Protection Regulations (2018). |
| **General Information**  Are you related to or a personal friend of any employee or Board member? Yes/No  If yes, please state their name and position:  Do you possess a full clean driving licence? Yes/No |

**Declaration**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I confirm that I am not disqualified from working with children, and that I am not subject to any sanctions by a regulatory body.
3. I hereby give my consent to the Company processing the data supplied on this application for the purpose of recruitment and selection.
4. We 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.

Print Name: ………………………………………… Signature: …………………………………………. Date: \_ \_ / \_ \_ / \_ \_ \_ \_

**To apply**

**Applications can be made via email or in writing to:**

Sarah Howarth, HR Manager – [sarah.howarth@pivot-group.co.uk](mailto:sarah.howarth@pivot-group.co.uk)

Address – Pivot, John Smith’s Stadium, Stadium Way, Huddersfield, HD1 6PG

T: 01484 766350

**Equality and Diversity monitoring form**

This section will be detached from the application form before shortlisting.

At Pivotweembrace and celebrate equality, diversity and inclusion. We believe that by gathering information we are better informed to monitor our policies, procedures and organisation behaviours to ensure we are effectively upholding our equal opportunities policy commitments. We aim to promote an inclusive culture and working environment and for you to feel a sense of inclusion and belonging and that your wellbeing, safety and happiness at work is as important to us as it is to you.

We need your help and co-operation to enable us to do this, but filling in this form is voluntary.

The information you provide will stay confidential and will be treated as sensitive confidential information. This means that your personal information will not be readily available to others. Your information will be stored securely. Access to this information will be limited in line with the Data Protection Act.

**Gender** Male Female

**Are you the same gender as you were born** Y / N

**What is your sexual orientation?** Heterosexual Gay woman/lesbian

Gay man Bisexual

**Are you married or in a civil partnership?** Y/N If yes, please specify:

**Age** (please circle/highlight as appropriate)16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆

**What is your Ethnic Origin?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White*** (please circle/highlight as appropriate)

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups*** *(*please circle/highlight as appropriate)

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 any other mixed background, please write in:

***Asian/Asian British*** *(*please circle/highlight as appropriate)

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British*** *(*please circle/highlight as appropriate)

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group*** *(*please circle/highlight as appropriate)

Arab 🗆 Prefer not to say 🗆 any other ethnic group, please write in:

**Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘physical or mental impairment which has a substantial and long term adverse effect on that person’s ability to carry out normal day-to-day activities.’

Do you consider yourself to be disabled under the Equality Act 2010? Please mark ‘X’ in the appropriate box.

Yes No Prefer not to say

Do you have a health condition you would like us to know about? Y/N

Detail if yes:

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

**What is your religion or belief?** (please circle/highlight as appropriate)

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Other: please specify ……………………………

**Do you have caring responsibilities? If yes, please tick all that apply**

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please raise this if you are given an offer of employment.