

**APPLICATION FORM**

**Please complete electronically and email to:** recruitment@questforlearning.org.uk

Quest for Learning is an equal opportunities employer and it welcomes applications from all sections of society and the communities it operates in.

Quest for Learning is committed to safeguarding and promoting the well-being and welfare of children and young people and requires all individuals who are associated with the Charity, including all Trustees, employees, and volunteers, to share this commitment. Importance is placed by Quest for Learning on rigorous selection processes.

Incomplete application forms will not be considered. A CV will only be accepted in support of a complete application form.

For more information regarding our charity, please see our website ([www.questforlearning.org.uk](http://www.questforlearning.org)).

|  |  |
| --- | --- |
| **Position applied for:** | Click or tap here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | |
| **Title:** Click or tap here to enter text. | **First name:** Click or tap here to enter text. | | | **Surname:** Click or tap here to enter text. | | |
| **Former names** *(if applicable)* | Click or tap here to enter text. | | | | | |
| **Home address** *(including postcode)* | Click or tap here to enter text. | | | | | |
| **Telephone numbers** | **Main contact:** Click or tap here to enter text. | | | **Additional contact:** Click or tap here to enter text. | | |
| **Email** | Click or tap here to enter text. | | | | | |
| **Teacher Reference Number** *(if applicable)* | Click or tap here to enter text. | | | | | |
| **Do you require a work permit to work in the UK?** | Yes  No  If **Yes**, do you have a valid permit?  Yes  No | | | | | |
| **Current (or most recent) employment** | | | | | | |
| **Name & address of employer** | Click or tap here to enter text. | | | | | |
| **Post held** | Click or tap here to enter text. | | | | | |
| **From (mm/yy):** Click or tap to enter a date. | | **To: (mm/yy)** Click or tap to enter a date. | | | | |
| **Main responsibilities** | Click or tap here to enter text. | | | | | |
| **Reason for leaving** *(if applicable)* | Click or tap here to enter text. | | | | | |
| **Period of notice required to terminate present employment** *(if applicable)* | | Click or tap here to enter text. | | | | |
| **Previous employment – most recent first** *(Please use additional lines if required)* | | | | | | |
| **Name & address of employer** | **Position held and main responsibilities** | | **From (mm/yy)** | | **To (mm/yy)** | **Reason for leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **Please account for any gaps in employment below:**  Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional and personal development – most recent first** *Please include details of any relevant training courses undertaken in the last 5 years (please use additional lines if required)* | | | |
| **Name of provider** | **Course title and/or accreditation** | **From (mm/yy)** | **To (mm/yy)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education history- most recent first** *Please list your education history (secondary school onwards) (please use additional sheets if required)* | | | |
| **Institution** | **From (mm/yy)** | **To (mm/yy)** | **Qualification attained/subject including grades** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Supporting statement** *Please explain why you’re applying for this post and what skills and experience you can bring. Include a description of your duties in your present job if appropriate, and details of experience and skills gained in previous jobs and any other areas, such as temporary work, voluntary work, studies or spare-time activities. The information you give will be used in the short-listing process. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.* ***Please refer to the job description and explain how you meet the requirements set out in each section of the person specification in your explanation.*** | | | |
| ***Skills:*** | | | |
| Click or tap here to enter text. | | | |
| ***Knowledge:*** | | | |
| Click or tap here to enter text. | | | |
| ***Experience:*** | | | |
| Click or tap here to enter text. | | | |
| ***Qualifications:*** | | | |
| Click or tap here to enter text. | | | |
| ***Work related circumstances:*** | | | |
| Click or tap here to enter text. | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Referees** *Please provide detail of at least two referees, one of whom must be your current or most recent employer. If you are currently working, or have worked, with children, the first referee should normally be your current or most recent Headteacher. References will not be accepted from relatives or people acting solely in the capacity of friends. Please let your referees know that you’ve listed them as a referee as references may be requested for shortlisted candidates prior to interview.* | | | | | | | |
| **Referee 1** | | | | | | | |
| **Name** | Click or tap here to enter text. | | | | | | |
| **Position/job title** | Click or tap here to enter text. | | | | | | |
| **Organisation** | Click or tap here to enter text. | | | | | | |
| **Relationship to you** | Click or tap here to enter text. | | | | | | |
| **Address** | Click or tap here to enter text. | | | | | | |
| **Telephone no:** Click or tap here to enter text. | | | **Email:** Click or tap here to enter text. | | | | |
| **Are you happy for us to contact this referee prior to interview?** | | | | | | Yes | No |
| **Referee 2** | | | | | | | |
| **Name** | Click or tap here to enter text. | | | | | | |
| **Position/job title** | Click or tap here to enter text. | | | | | | |
| **Organisation** | Click or tap here to enter text. | | | | | | |
| **Relationship to you** | Click or tap here to enter text. | | | | | | |
| **Address** | Click or tap here to enter text. | | | | | | |
| **Telephone no:** Click or tap here to enter text. | | | **Email:** Click or tap here to enter text. | | | | |
| **Are you happy for us to contact this referee prior to interview?** | | | | | | Yes | No |
| **Referee 3** | | | | | | | |
| **Name** | Click or tap here to enter text. | | | | | | |
| **Position/job title** | Click or tap here to enter text. | | | | | | |
| **Organisation** | Click or tap here to enter text. | | | | | | |
| **Relationship to you** | Click or tap here to enter text. | | | | | | |
| **Address** | Click or tap here to enter text. | | | | | | |
| **Telephone no:** Click or tap here to enter text. | | | **Email:** Click or tap here to enter text. | | | | |
| **Are you happy for us to contact this referee prior to interview?** | | | | | | Yes | No |
|  | | | | | |  |  |
| **Reference declaration** | | | | | | | |
| Reference requests sent to your referees will ask the following as a minimum:   * Relationship to you * Details of your post and salary * Performance history * Details of formal capability proceedings within the last two years * Details of live disciplinary sanction or action pending which is not related to safeguarding concerns * Details of disciplinary procedures, allegation or concerns involving the safety and welfare of children/young people. This includes ‘time expired’ sanctions. * Concerns about your suitability to work with children | | | | | | | |
| **I consent to my referees being contacted in accordance with the above.** | | | | | | | |
| **Signed:** Click or tap here to enter text. | | | | **Date:** Click or tap here to enter text. | | | |
| **Print name:** Click or tap here to enter text. | | | |
|  | | | |  | | | |
| **Personal data** | | | | | | | |
| **Where did you hear about this vacancy?** | | Quest for Learning website  DailyInfo  Indeed.co.uk  Word of mouth  Other – please state  Click or tap here to enter text. | | | | | |
| **Do you have a current full clean driving licence?** | | Yes  No | | | | | |
| **Data Protection** | | | | | | | |
| Throughout this form we ask for some personal data about you. We’ll 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 * We need to process it for our legitimate interests   You can find out more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants which is available from our website.  This form will be kept strictly confidential but may be copied and may be transmitted electronically for use by those entitled to see the information as part of our recruitment process. | | | | | | | |
| **Disclosure and Barring** | | | | | | | |
| Due to the nature of this role, shortlisted will be required to complete a criminal record self-declaration form prior to interview.  We are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS checks will reveal both spent and unspent convictions, cautions, bind-overs and pending prosecutions which aren’t protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).  Any data obtained as part of the self-declaration/DBS check will be processed in accordance with data protection regulations and our privacy statement.  If you have lived or worked outside of the UK in the last ten years, we may require additional information in order to comply with safer recruitment requirements. | | | | | | | |
| **Prohibition from teaching and/or management** | | | | | | | |
| We will check that anyone to be employed to carry out teaching work is not subject to a teacher prohibition order or interim prohibition order issued by the Secretary of State. Where appropriate, we will check whether restrictions or sanctions have been imposed by an EEA regulating authority. For management posts, we will check whether a section 128 direction has been made. | | | | | | | |
| **Right to work in the UK** | | | | | | | |
| 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. | | | | | | | |
| **Declaration** | | | | | | | |
| I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.  I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.  I understand that information given on this form may be used in accordance with Data Protection as set out above.  I agree to provide, when requested, such evidence as may be required to enable all necessary checks to be carried out. | | | | | | | |
| **Signed:** Click or tap here to enter text. | | | | | **Date:** Click or tap here to enter text. | | |

|  |  |
| --- | --- |
| **Our commitment to diversity and inclusion** | |
| We strive to create a truly inclusive culture and we’re committed to improving the diversity of the QfL team. We would be particularly keen to receive applications from people of colour and candidates with disabilities, who are currently under-represented in the charity and are open to hearing how we could make our recruitment process more inclusive.    If there’s something you need to make the interview process easier to access, please let us know. | |
| **This might include one or more of the following adjustments, but don’t hesitate to tell us if there’s something else:** | Interview information on audio tape  Interview information in large print format  Induction loop in interview room  Wheelchair-accessible location for interview  Sign language interpretation or other assistance with communication at interview  Car parking space for interview  Facility for personal carer, assistant, or other person to accompany you at interview  Other – please state  Click or tap here to enter text. |
| **Please give details if necessary:** | Click or tap here to enter text. |
| **Arrangements if appointed** | |
| **Please give details of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed:** | Click or tap here to enter text. |