



**Application Form
for a
Non-Teaching Post**

Applicant's name

Post applied for

Closing date



Magna Learning Partnership is the employing body.
New staff joining any Magna Learning Partnership school may be offered the opportunity to work in more than one school as the need arises. Candidates' interest and readiness for this may be discussed at interview.

Guidance for Completion of this Form

1. This application form is an essential part of our selection process and the information you give will assist in selecting a shortlist of candidates for interview. It is therefore important that you complete the application in full. If you wish to complete by hand, please use black ink.
2. Read through the information you have been sent and study the advertisement, job description and person specification (where applicable).
3. Complete the form as fully as possible. If any information requested is not applicable to you, then please state this in the relevant section.
4. Please do not enclose a CV.
5. **Please include a letter of application (no more than two sides of A4) outlining your reasons for applying.**
6. Returning this form: we make every effort to ensure confidentiality but please be aware that sending your application by email does carry a risk. If this concerns you, then please use another method, such as secure post or confidential fax.

Email applications to: compsec@magnalearningpartnership.org
(Carina Sawyer, Company Secretary, Magna Learning Partnership)

Post applications to: Carina Sawyer
Company Secretary – Magna Learning Partnership
Sarum Academy
Westwood Road
SALISBURY
Wiltshire
SP2 9HS

7. Shortlisted candidates will be required to bring with them to interview the following:
 - signed copy of the application form;
 - passport and/or driving licence for photographic ID;
 - evidence of permanent address (utility or mobile 'phone bill acceptable).

3. OTHER AWARDS AND COURSES ATTENDED IN LAST FOUR YEARS

- Please include any evidence of continuing professional development.
- If you wish to list further details than the form allows, please list these on a separate sheet.

College, education centre or institution	Dates		Award/course title and qualification
	From	To	

4. MEMBERSHIP OF PROFESSIONAL BODY, OTHER TRAINING COURSES (if applicable)

Body/Organisation	Membership Level/Qualification

5. PRESENT EMPLOYMENT (or most recent if currently not working)

Employer (with address & contact name for reference purposes)	Dates		Salary	Notice Period	Reason for Leaving this Post
	From	To			
Employer Contact Name Address: Postcode: Telephone No: Email address:					
Job Title					
Main Duties					

Please indicate in the box with an X if you wish to be consulted prior to an approach being made to your current employer for a reference.	
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6. PREVIOUS EMPLOYMENT Please start with the most recent and work backwards, **ensuring that all periods of time are accounted for, and any gaps in employment are explained.** You may attach an additional sheet if required. **Please note that references may be sought from these employers prior to interview.**

Employer (with address & contact name for reference purposes)	Dates		Salary	Job Title & Main Duties	Reason for Leaving
	From	To			
Employer Contact Name Address: Postcode: Telephone No: Email address:					
Employer Contact Name Address: Postcode: Telephone No: Email address:					
Employer Contact Name Address: Postcode: Telephone No: Email address:					
Employer Contact Name Address: Postcode: Telephone No: Email address:					

Postcode: Telephone No: Email address:					
Employer Contact Name Address: Postcode: Telephone No: Email address:					

7. PERSONAL REFEREE

Please state the name and address of a person whom you have known for at least three years, and who may be approached for a reference. **This person should not be a relative or a close friend.** You should quote someone who is currently employed in a position of responsibility. If you are a school leaver you should quote your Headteacher or Year Head. If you are self-employed you should quote a client or your accountant or solicitor.

References will be sought from your current employer and may be sought from your previous employers, but it would be helpful if this personal referee can comment on your suitability for this post. Where a previous employer's reference cannot be obtained you should supply details of a second personal referee (this is not required for recent school leavers).

It is important that you make this person aware of the possibility that they will be asked to supply a reference for you. Please do not name your current employer or a current work colleague in this section.

Name and position/profession	Address	Contact details	Capacity in which you are known to this person
Name		Tel:	
Position/profession		Email:	

8. CONVICTIONS

Please give details of any conviction, including the date of conviction and the sentence imposed (a criminal record will not necessarily be a bar to obtaining a position with Magna Learning Partnership).

N.B.

- i) Road traffic offences should be included.
- ii) Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions or cautions or bind-over orders could result in dismissal or disciplinary action by Magna Learning Partnership. All convictions or cautions or bind-over orders must, therefore, be disclosed.

Conviction	Sentence	Date

Criminal Records Bureau (CRB) – Disclosure Check

Magna Learning Partnership is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau if you are successful in your application. This application will be made before your appointment is confirmed. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. Wiltshire Council will apply on your behalf and will pay the necessary fee. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

9. PEOPLE WITH DISABILITIES

Whilst you do not have to declare a disability here, Magna Learning Partnership is committed to promoting employment opportunities for disabled people, who can face additional challenges to gaining employment. We offer a guaranteed interview to any disabled person who applies for a position and meets the minimum of essential criteria.

Do you consider yourself to have a disability? Yes No
(please see the guidelines for completing the application form)

Please indicate if you need any particular arrangements or modifications to assist you in attending the interview.

Our Commitment to Disabled People

1. Disabled applicants can face additional challenges to gaining employment and we are committed to promoting employment opportunities for people with disabilities.
2. We offer a guaranteed interview to any disabled person who applies for a position, declares their disability and meets the minimum criteria of the person specification.
3. Support and assistance: We also aim to ensure that our recruitment process is flexible and supportive to individual needs so please contact Lynne Carley, EA to the Executive Headteacher (telephone 01722 342425 or email lcarley@magnalearningpartnership.org.uk if you need assistance in completing the application form, or if you need information in an alternative format.
4. If you are invited for interview, you can indicate if you need any assistance or reasonable adjustments in order to be able to attend and wherever possible we will make the necessary arrangements. Examples could include:
 - a car parking space for interview
 - ensuring that the interview is held in an accessible room or building
 - arranging for assistance with communication at interview
 - facility to be accompanied by a carer, assistant or other person.
5. Before any interview, we will let you know:
 - The location, date and time of the selection process.
 - the way we will conduct the selection process, e.g. use of tests, presentations, group discussions. This will give you a chance to contact us to discuss any adjustments or assistance.
6. Definition of disability: Under the Disability Discrimination Act 1995 a person has a disability if “she/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day- to-day activities”.
 - Impairment: This includes mental illness, learning disabilities, deaf and hard of hearing, sight impairments, diabetes, dyslexia, heart conditions, etc.
 - Substantial: This is something more than minor or trivial and beyond normal differences in ability which may exist among people.
 - Long-term adverse effect: The effect must be a detrimental one and is long-term if it has lasted or is likely to last for at least 12 months or for the rest of a person’s life. If the effect is likely to recur beyond 12 months it is treated as long term.
 - Normal day-to-day activities: These are activities carried out by most people on a fairly regular and frequent basis. They do not include specialised activities which are normal only for a particular person or a group of people.
 - An impairment has a substantial adverse effect if it affects:
 - Mobility
 - Ability to lift, carry or move everyday objects

- Manual dexterity
- Speech, hearing or eyesight (excludes the wearing of spectacles)
- Physical co-ordination
- Continence
- Memory, or the ability to concentrate, learn or understand
- The perception of the risk of physical danger
- Progressive illnesses and past disabilities: Progressive conditions are covered where impairments are likely to become substantial. Examples include cancer, multiple sclerosis, muscular dystrophy and HIV. The Act covers people from the time of the onset of the illness, even though at that time the effect on normal day-to-day activities may not be substantial. The Act also covers people who have had a disability in the past.

10. ADDITIONAL INFORMATION (optional)

Please use this section to provide any additional material which you feel might be relevant. For example, you may wish to describe interests, hobbies, caring duties, voluntary work, etc.

11. DECLARATIONS

- a) Do you have regular access to the use of a car, if required for this post? Yes No N/A
- b) Do you require a work permit? Yes No
- c) Are you related to or closely acquainted with any employees of Magna Learning Partnership? Yes No
- (If Yes give details)
- d) The working time regulations place a maximum limit on weekly hours worked. Will you continue in any other employment, should you be offered this appointment? Yes No

If Yes, how many hours per week?

Please note:

- Deliberate omission or falsification of information could lead to the disqualification of your application or later dismissal, if appointed.
- Canvassing of members of Magna Learning Partnership, directly or indirectly, will disqualify your application.
- The appointment is subject to satisfactory evidence of your medical fitness, and the results of a 'Disclosure' from the Criminal Records Bureau, where applicable.
- The information that you supply will be used by Magna Learning Partnership for the purpose of administration in relation to prospective, current and past staff. If your application is successful, some of the information will be used to compile your personal file. It may be used and shared with other designated bodies administering public funds, for the prevention and detection of fraud.
- **Data Protection Statement – Data Protection Act 1998** Magna Learning Partnership has a duty to protect personal information and will process this information in accordance with the Data Protection Act 1998. This information will be stored on computer and manual files.
- Completion and submission of this form is taken as consent to process the information that you have provided.

Signature:	Date:
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NOTE:

- **Applications submitted via email do not require signatures.**
- **Applicants who are shortlisted for interview must, however, bring with them a signed copy of the form, which they should hand in.**