



Private and Confidential

Application No.

Application for the post of _____

Location/School/Establishment _____

To be returned by 17/12/2025

SECTION 1 – PERSONAL DETAILS

Surname	Forename(s)
Former surname(s) (for pension purposes)	
Home Address	
Postcode	
Telephone Number(s): Please indicate preferred contact method	
Home Preferred <input type="checkbox"/>	Work Preferred <input type="checkbox"/> Mobile Preferred <input type="checkbox"/>
National Insurance Number:	



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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes ☐ No ☐

If yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?

Yes ☐ No ☐



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SECTION 2 – EDUCATION AND QUALIFICATIONS

Secondary School/ College of Further Education	Date		Qualifications: Give subject and grades.	Date of Award
	From Mth/Yr	To Mth/Yr		
College of Higher Education/ University	Date		Degree/ Certificate Degree. Please state classification.	Date of Award
	From Mth/Yr	To Mth/Yr		



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National Professional Qualification for Headship (if applicable)	
Current Headteacher Yes <input type="checkbox"/> No <input type="checkbox"/>	NPQH Completed Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date completed:
Please provide details of any other relevant leadership qualifications:	
Date of Qualified Teacher Status:	
DfE Teacher Reference Number:	



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SECTION 3 – PROFESSIONAL DEVELOPMENT

Please give details of recent significant Professional Development

Organising Body	Nature/Title of Course	Dates from/to

[illegible]



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Other Employment

Please list in reverse chronological order – give exact dates and indicate the reasons for any gaps in employment

Date From/to (mth/yr)	Date To (mth/yr)	School and LA (or employer if non-school based post)	Job title and responsibilities	Reason for Leaving



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SECTION 5 – EVIDENCE OF COMPETENCIES

Creative Inclusion Learning Studio supports neurodivergent young people aged 10 – 19 for whom mainstream education is not accessible and specialist schools/colleges are not suitable either. Given this information, please use the space below to provide evidence of how you meet the qualification, experience, and competency requirements for the role you are applying for. You should use specific, and where possible, different examples of your experience and describe the impact of your actions.



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SECTION 6 – REFEREES

Please provide the names and addresses of persons willing to supply employment references; one of the named referees **must** be your current employer or your most recent employer. References cannot be accepted from relatives or friends.

Name:

Address:

Position:

Relation to Applicant:

Length of time as line manager:

Telephone Number:

Email Address:

Name:

Address:

Position:

Relation to Applicant:

Length of time as line manager:

Telephone Number:

Email Address:

Do you give permission for referees to be contacted prior to an offer of employment being made? Yes ☐ No ☐

Please note that we may request further references in some instances.



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Declaration

The applicant should state here whether to their knowledge they are related to any member of, or to the holder of, any senior office in Creative Inclusion Consultancy. Yes ☐ No ☐

If yes, please provide details:

Canvassing of any member of Creative Inclusion Consultancy could lead to the disqualification of the candidate concerned.

Please note that appointment to this post will be subject to medical clearance, satisfactory references and satisfactory Enhanced DBS Check.

This job is exempt from Section 4(2) of the Rehabilitation of offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent”, must be declared. If you have any of these you must provide details in a sealed envelope, marked confidential, and this should be attached to your application form. Alternatively, if you are applying electronically, please send a separate email marked ‘private and confidential’ outlining this information.

Child Protection and Safeguarding

New Beginnings North is committed to safeguarding and promoting the welfare of our children and young people. We have robust Safeguarding and Child Protection Policies, and all staff will receive training relevant to their role at induction and throughout employment at the organisation.

In relation to this appointment process, you should be aware that your referees will be asked the following question:

“Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.”

At interview all candidates will be asked if there have been any allegations, or issues, raised against them by children or young people and if so, the outcome of them.

If you would like to discuss any of the above before making an application, please contact either Joanne Vance at jvance@creative-inclusion.org or Linsay Hanlon at LHanlon@creativeinclusion.org

Are there any adjustments that may be required to be made should you be invited to interview?

Date on which you could take up duty, if appointed:



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I confirm that the information I have provided is true and accurate and that I am not on the Children's Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body, for example, the National College of Teaching and Learning (NCTL), and have no convictions, cautions or bind overs (or have provided details of these as instructed above).

Signature:

Date:

RECRUITMENT MONITORING IN EMPLOYMENT

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

<p>Name (in block capitals)</p> <p>Date of Birth</p>	<p>I consider myself to be:</p> <div> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Agender </div> <div> <input type="checkbox"/> Non-binary/Non-conforming <input type="checkbox"/> Genderqueer </div> <div> <input type="checkbox"/> Cisgender <input type="checkbox"/> Genderfluid <input type="checkbox"/> Gender not listed </div> <div>Please write your gender if not listed:</div> <div><input type="checkbox"/> Prefer not to say</div>
<p>I consider my marital status to be</p> <div> <input type="checkbox"/> Married <input type="checkbox"/> Single </div> <div> <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced </div> <div><input type="checkbox"/> Co-habiting</div> <div><input type="checkbox"/> Prefer not to say</div>	<p>Please check the box which best describes your ethnic/cultural/racial origin</p> <div> <input type="checkbox"/> White British <input type="checkbox"/> White Irish <input type="checkbox"/> Any other white background </div> <div>Please write/type in:</div> <div> <input type="checkbox"/> Mixed White & Black Caribbean <input type="checkbox"/> Mixed White & Black African <input type="checkbox"/> Mixed White & Asia <input type="checkbox"/> Any other Mixed background </div> <div>Please write/type in:</div> <div> <input type="checkbox"/> Asian or Asian British Indian <input type="checkbox"/> Asian or Asian British Pakistani <input type="checkbox"/> Asian or Asian British Indian <input type="checkbox"/> Any other Asian or Asian British background </div> <div>Please write/type in:</div>



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How did you find out about the job:

- ☐ Internal Circular
☐ Job Centre
☐ Newspaper/Journal
(please state which one)

- ☐ Internet
(Please state which site or other source)

- ☐ Word of mouth
☐ Other (please specify).

- ☐ Black or Black British Caribbean ☐ Black or Black British African
☐ Any other Black or Black British background

Please write/type in:

- ☐ Chinese ☐ Any other ethnic group

Please write/type in:

Thank you for your assistance. Your co-operation will help promote equality of opportunity.



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Data Protection Act 1998 – Fair Processing Statement

The information you supply about yourself as part of the application procedure is handled according to the requirements of the Data Protection Act 1998. The “data controller” in respect of information about job applicants for this post is Joanne Vance.

We will use the information for recruitment purposes and, if you are successful, this information will be used for your personal employment data. If you are unsuccessful, we will keep your application for a maximum of 12 months from the closing date and then destroy it. We use equal opportunities information for statistical monitoring purposes which is unrelated to named individuals.

With the applicant’s consent, we may keep details of unsuccessful applicants for casual posts for longer than 12 months.

Creative Inclusion’s contact for data protection matters is:

The Data Protection Officer 36 Frederick Street, Sunderland, SR1 1LN

Email: jvance@creative-inclusion.org

FINAL CHECKLIST
<input type="checkbox"/> filled in all relevant parts of the form.
<input type="checkbox"/> signed and dated the form.
<input type="checkbox"/> completed the recruitment monitoring form.
<input type="checkbox"/> read and understood the Data Protection Act – Fair Processing Statement.
<input type="checkbox"/> correctly read and responded to the section on criminal convictions.

Note: Please return your completed application form to:

Address: 36 Frederick Street, Sunderland, SR1 1LN

Email: jvance@creative-inclusion.org

To enquire by phone about this application, please call:

Landline: 0191 716 1053

Mobile: 07398 824988