



Application Form

Please fill in **all sections** of the form using **black ink/type**.

The information you provide will help us make a fair decision in the selection process. If you have any questions on how to complete this form, please contact lucy.muldowney@stepintolearning.org.uk.

Forms should be completed in Word format and returned to info@stepintolearning.org.uk. We will carry out an online background search as part of due diligence on shortlisted candidates.

About the role	
Role applied for:	

About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	



Your current or most recent employment

Note: If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section.

Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
		Notice period (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience

Start with the most recent first and work backwards.

You must explain any gaps in your work history since you left education (e.g., unemployment; career breaks; voluntary work; travel etc).

Dates (mm/yy)		Employer or Reason for gap	Job title, duties, and responsibilities	Reason for leaving
From	To			

Qualifications achieved from secondary, higher, and further education

Type of qualification (GCSE, NVQ, Degree etc.)	Subject title of qualification	Grade	Date achieved. (dd/mm/yy)

Other training, courses, and self-development

Name of provider/college	Title of course/training, e.g. First Aid at Work	Qualification (if relevant)

Membership of professional bodies			
Institute or association	Membership level	How obtained, e.g., through qualification or election	Date achieved. (mm/yy)

Teacher Training		
Name of qualification, age range, subjects qualified to teach	Name of training provider	Year achieved

Specific qualifications related to teaching and education:

Name of qualification (e.g., AET, IQA, Assessor Award)	Provider	Date achieved (dd/mm/yy)

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview.

Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.

Please where possible, provide relevant data and evidence of your impact.



If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g., gained through education, the community etc.



Selection requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process.

If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know:

References

Please provide references from **two different employers** (unless you have only had one previous employment of any kind). **Do not use friends or relatives.**

Please be aware that we will ask for references before your interview.

If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired').

We will also ask whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure.			
Reference 1: This must be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college, or university).		Reference 2: If you have worked with children, young people or vulnerable adults in the past, but are not currently this must be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.	
Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	Yes/No	Did this role involve working with children, young people and/or vulnerable adults?	Yes/No

Disclosure of interest

Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g., needing a work permit/visa)?

Yes/No

If yes, please provide details:

The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.

If needed, do you have access to transport?

Yes/ No

If needed, do you have a full current UK driving licence?

Yes/No

The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?

Yes/No

If no, please provide details of your other role(s) and the days and hours you work:

Canvassing of our employees and leaders (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application.

Also, if you fail to declare any relationship with an employee or leader of Step into Learning your application may be disqualified and, if appointed, you may be dismissed without notice.



Are you related to, or have you formed any relationship (personal, financial, or professional) with any current Step into Learning employee or Trustee?

Yes/No

If yes, please give details:

Do you, your partner or family have any interests (personal, financial, or professional) that may conflict with you doing this role?

Yes/No

If yes, please give details:

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?

Yes/No

If yes, please give details:

How we protect your personal information

We keep on file information from this application form and any documents you provide.

This is required for recruitment purposes, the performance of any contract with you, the payment of staff and the prevention and detection of fraud.

All information will be dealt with in accordance with prevailing data protection legislation and will not be sold to any third party.



Unsuccessful application forms will be destroyed in accordance with our retention policy; anonymised data may be kept for monitoring purposes.

A copy of our privacy notice for employees is available on our website.

Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld.

I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signature
(applicant):

Date:

Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):

Contact
number:

Thank you for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

Please ensure you complete our safeguarding form.



Safeguarding Form – Confidential

Please fill in all sections of the form using black ink/type. The information you provide will help us make a fair decision in the selection process.

Safeguarding children, young people, and vulnerable adults

It is the responsibility of all employees to maintain awareness of policies and practices regarding the safeguarding of children, young people and/or adults who may be at risk.

You should report concerns/allegations in accordance with corporate guidance procedures.

This responsibility applies to all Step into Learning employees; it also applies to contractors, partners and volunteers who carry out work on behalf of Step into Learning with or for children, young people and adults at risk.

From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would help protect children, young people and adults at risk from harm, abuse or neglect.



SECTION A

Declaration of criminal convictions

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes/No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes/No
Do you have any charges pending or are you under investigation by the Police?	Yes/No
Have you ever been barred or restricted from working with children, young people and/or vulnerable adults?	Yes/No

SECTION B

Further information and declaration

If you have answered yes to any of the above questions, please provide further information below:



Declaration: I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading, I may be disqualified from appointment. I understand that I have a duty to inform my employer should any of this information change at any time during my employment. I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting, and barring checks.			
Signature (applicant):		Date:	
Print full name:			
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.			
If you have completed this form on behalf of the applicant, please add your details:			
Name (printed):		Contact number:	

Field	Description
Document title	Application Form
Version	V6.0
Author	Recruitment and Therapies Lead & DSL
Date issued	19/02/2026
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Approved by	Recruitment and Therapies Lead & DSL
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