**Please complete and email your application (preferably as a Word file but, if not, as a PDF) to:** recruitment@literacytrust.org.uk

We are committed to being an equal opportunities employer. Please complete our online equal opportunities monitoring form along with your application. Details are available via the vacancy listing at [www.literacytrust.org.uk/about-us/careers/](http://www.literacytrust.org.uk/about-us/careers/).

In line with our equality, diversity and inclusion policy, sections 1 and 2 including your personal and educational details will be removed during shortlisting, along with your signature/declaration at the end.

|  |  |
| --- | --- |
| Post applied for: |  |
| Where you first heard about this vacancy (e.g. which newspaper/publication/website?): |  |

**1. Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name(s): |  | Surname: |  |
| Email: |  |
| Contact number: |  |
| Alternative contact number: |  |
| Address: |  |
| Post code: |  |

**2. Education**

Please list your educational qualifications starting with your most recent. Qualifications will be taken into account only where they are strictly required for the post. Proof of qualifications will be requested upon offer of employment where relevant.

|  |  |  |
| --- | --- | --- |
| Name of institution attended | Qualification | Length of study/course |
| Subject | Grade/mark |
|  |  |  |  |

**3. Professional training or qualifications**

Please list any relevant professional training or qualifications and details.

|  |  |  |
| --- | --- | --- |
| Name of course/qualification | Date obtained | Details (if appropriate) |
|  |  |  |

**4. Employment history**

Please list all previous jobs, paid or unpaid, starting with your current or most recent and add additional sections if you need to.

|  |  |
| --- | --- |
| Current or most recent employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| Salary:  |
| From:  | To: |
| Reason for leaving / notice period: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

|  |  |
| --- | --- |
| Employer’s name and address: | Briefly describe your main duties and responsibilities: |
| Job title:  |
| From:  | To: |
| Reason for leaving: |

**5. Additional information in support of your application**

Please tell us how you meet the requirements of the person specification, based on your current and previous employment, as well as voluntary roles and other activities that you consider relevant to the post (750 words maximum).

|  |
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**6. References**

Please provide the names of two referees we can contact. One of these should be your current or most recent employer and the other should preferably relate to another job or role outlined in your application.

We will only contact referees once an offer for employment has been made, or you have been otherwise notified.

**Referee 1**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Relationship to you: |  |
| Email: |  |
| Contact number: |  |
| May we contact prior to interview?  | Yes [ ]  | No [ ]  |

**Referee 2**

|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Relationship to you: |  |
| Email: |  |
| Contact number: |  |
| May we contact prior to interview?   | Yes [ ]  | No [ ]  |

**7. Interview dates and access requirements**

Please give details of your availability on any advertised interview date/s so we can use this to schedule interviews for shortlisted candidates. It would also be helpful to know of any access requirements or other things we can consider when planning for your interview.

|  |
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**8. Privacy statement**

We need to hold and process your personal data in order to manage your application for employment. This may include sensitive data – for example, related to your health or medical conditions to support access requirements, or convictions or cautions declared in line with our safeguarding policy. This data will be held securely and only processed for this purpose, and never shared without your consent unless required by law. It will only be held for as long as is necessary as part of our recruitment process, and then it will be securely deleted.

Full details of our data processing and your rights in relation to our recruitment activity are provided in our privacy notice at [www.literacytrust.org.uk/privacy-recruitment](http://www.literacytrust.org.uk/privacy-recruitment).

**9. Safeguarding**

If the job that you are applying for involves working with or has access to children or vulnerable adults or their records, we will require an enhanced check from the Disclosure and Barring Service.

Do you have any criminal convictions which

are ‘unspent’ under the Rehabilitation of Offenders Act 1974? Yes [ ]  No [ ]

Have you ever been disqualified from working with children or Yes [ ]  No [ ]

vulnerable adults?

You may be asked to provide details to the panel if selected for interview.

The National Literacy Trust recruits solely on merit. Possession of a conviction or caution will not automatically preclude you from being considered for this post.

**10. Permission to work in the UK**

Section 8 of the Asylum and Immigration Act 1996 requires all employers in the United Kingdom to make basic document checks on every person they intend to employ. All successful applicants will be required to show proof of their right to work in the UK.

Please note that we are unable to sponsor visas for those who do not already have the right to work in the UK.

Do you have a UK passport? Yes [ ]  No [ ]

Do you have permission to work in the UK? Yes [ ]  No [ ]

**11. Declarations**

Are you related to, or do you have a close personal

relationship with, any existing employee or trustee

of the National Literacy Trust? Yes [ ]  No [ ]

If yes, please give details below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |   |
| Relationship to you: |  |

I certify that the information provided is correct and agree that it should form the basis of my employment. I understand that providing misleading or false information / qualifications will disqualify me from appointment or if appointed, may lead to dismissal without notice.

The National Literacy Trust reserves the right to verify any of the data supplied in your application.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please ensure you complete our online equal opportunities monitoring form when you submit your application for employment.**