

## Employment Application Form

### Instructions

Please fill in **all sections 1 to 15**.

Please write in **black ink** so the form can be photocopied.

Put your **name**, the **job title** and **job reference** at the top of any additional sheets you use.

**Sign and date** the declaration at the pack of this form and the Recruitment Monitoring Form.

The information that you provide on this form will be handled and stored in accordance with current data protection legislation. All records from the recruitment process will be held for 12 months after which they will be destroyed, except for those of the successful candidate.

| 1. Post Applied For   |  |
|-----------------------|--|
| Position Applied For: |  |
| School:               |  |
| Grade/Salary:         |  |

| 2. Personal Details  |        |
|--|--------|
| Title:   |        |
| First Names:   |        |
| Surname:   |        |
| Have you ever used any other names?  | YES/NO |
| If yes to above, please state:   |        |
| Address including postcode:  |        |
|  |        |
| DfES reference number:   |        |
| National Insurance Number:   |        |
| Telephone number (home and mobile):  |        |
| Email address:   |        |
| Notice period to be given:   |        |
| Do you hold a valid driving licence for the UK?                                  | YES/NO |
| Are you related to any School Governor or anyone already employed at the School? | YES/NO |

| 3. Current Post                  |  |
|----------------------------------|--|
| Job title:                       |  |
| Current or last salary/grade:    |  |
| Name and address of school:      |  |
| Date started in post:            |  |
| Date of leaving (if applicable): |  |
| Period of notice required:       |  |
| Reason for leaving:              |  |

| 4. Previous Teaching Appointments                           |       |    |                                    |                |                      |
|---|-------|----|------------------------------------|----------------|----------------------|
| Please list all appointments starting with the most recent: |       |    |                                    |                |                      |
| School name and address                                     | Dates |    | Position held and age range taught | Number on roll | LA or other employer |
|   | From  | To |                                    |                |                      |
|   |       |    |                                    |                |                      |



|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

**5. Non teaching appointments held**

|                |  |
|----------------|--|
| Dates from/to: | Details of appointment/reason for break: |
|                |  |

**6. Education**

School/colleges attended since age 14 (excluding degree and teaching training)

| School | Dates |    | Qualifications achieved with grades and dates |
|--------|-------|----|---|
|        | From  | To |   |
|        |       |    |   |

| University | Main subject | Subsidiary subject | Degree | Pass/hons | Class and division | From/to | Date of award |
|------------|--------------|--------------------|--------|-----------|--------------------|---------|---------------|
|            |              |                    |        |           |                    |         |               |

**7. Professional Studies**

|  |       |  |     |  |
|--|-------|--|-----|--|
| College of Education                       | From: |  | To: |  |
| Or   |       |  |     |  |
| University Polytechnic Training Department | From: |  | To: |  |
| Date qualified (teacher status granted):   |       |  |     |  |

**8. Other relevant training, e.g. short courses, personal development, special projects**

|       |                  |                              |
|-------|------------------|------------------------------|
| Date: | Organising Body: | Brief Description of Course: |
|       |                  |                              |



|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**9. Supporting Information**

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification and why you are applying for this position. The information contained in this application will decide whether you are short listed for interview.

You may provide your supporting statement on separate sheets but you are requested to limit your statement to two pages of A4 paper.



## 10. References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to approach your current employer by ticking the 'no' box below. This will not affect our decision to invite you for interview. Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation.

To comply with safer recruitment best practice, at least one reference **must** be requested prior to interview. You should identify below which is the employer that you would be happy for us to contact prior to interview.

| Reference 1:                     |        |                       |  |
|----------------------------------|--------|-----------------------|--|
| Title:                           |        | Name:                 |  |
| Occupation:                      |        | Email Address:        |  |
| Organisation:                    |        | Address:              |  |
|                                  |        | Telephone Number:     |  |
| Can we contact before interview? | YES/NO | How do they know you? |  |

| Reference 2:                     |        |                       |  |
|----------------------------------|--------|-----------------------|--|
| Title:                           |        | Name:                 |  |
| Occupation:                      |        | Email Address:        |  |
| Organisation:                    |        | Address:              |  |
|                                  |        | Telephone Number:     |  |
| Can we contact before interview? | YES/NO | How do they know you? |  |

## 11. Disclosure of criminal convictions and rehabilitation of offenders act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Disclosure Barring Service. Please make the following declaration and tick the appropriate box.

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken in to account. Guidance on the criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website, and it is advised that if you do have any spent convictions or cautions on your record, you seek confirmation from this website prior to disclosing any information that need not be disclosed.

I have nothing to declare

I have information to declare.



If you have any information to declare, then you should provide details of this in a sealed envelope accompanying your application. This will be treated in the strictest confidence and reference will be made to it for recruitment purposes only.

### 12. Arrangements for people with disabilities

You are not obliged to disclose any information about any disabilities you may have. However, if you do have a disability that may require adjustments to be made to the recruitment and selection process, please contact the named recruiter at the academy you are applying for.

### 13. Asylum and Immigration Act

|   |        |
|---|--------|
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | YES/NO |
|---|--------|

### 14. Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the Learning for Life Trust to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data relating to me which has been or is obtained by the Learning for Life Trust, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised employees of the Trust and used by the Trust for any purpose relating to my application and prospective recruitment and employment within the Trust.

**Please note:** We require a signature on this application form and if you submit the application with an electronic signature or a typed signature, you will be asked to sign the form when you attend for interview.

|                |              |
|----------------|--------------|
| <b>Signed:</b> | <b>Date:</b> |
| <br><br><br>   | <br><br><br> |



# Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

Please read the guidance notes before completing this application form

Post Reference

Post Title

*Please tick boxes as appropriate*

**Gender**

Male

Female

Transgender

Undeclared

**Ethnic Origin** *(Please tick the box that you feel best describes your ethnic origin)*

*White*

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background *(Please specify)*

*Mixed*

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background *(please specify)*

*Asian/Asian British*

Indian

Pakistani

Bangladeshi

Any Other Asian Background *(Please specify)*

*Black/Black British*

Caribbean

African

Any Other Black Background *(please specify)*

*Chinese or other ethnic group*

Chinese

*Undeclared*

*Other (Please specify)*



Date of Birth

Undeclared

**Employment**

Are you currently in paid employment?

Yes

No

Undeclared

**Religion and Belief**

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

**Sexual Orientation**

Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

**Applicants with Disabilities**

We guarantee to interview all disabled applicants who meet the essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

**Do you consider yourself to be disabled under the Equality Act 2010?**

Yes  No

*(If yes, please list below any reasonable adjustments you would request)*

During the interview process:

In carrying out the role for which you are applying:

