

Job Application Form

CONFIDENTIAL



Please use the provided job description and person specification to assist with completion of the application form. **All sections must be completed.** Your application will be considered only if you complete the relevant sections of the form. CVs will **not** be accepted.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by appropriate third parties in accordance with the Act.

Equal Opportunities

The Legacy Learning Trust will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Please complete ALL sections.			
Sections 1-7 of the application form will be used to shortlist candidates for interview.			
POST APPLIED FOR:		CLOSING DATE:	
NAME OF SCHOOL: (if central appointment, please state central team)			
1. PERSONAL DETAILS			
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/ Other/No title)		Last Name:	
First name(s)			
Address for Correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address:			
2. PRESENT OR LAST EMPLOYER			
Name and address of		Name and address	

4. LIVED OR WORKED OUTSIDE OF THE UK

Please tick here if you have lived/worked outside of the UK and provide dates below ☐

Country of Residence /Employment	Employer Name & Address	Job Title & Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

5. GAPS IN EMPLOYMENT

Please use the space below to detail any gaps in employment providing dates and reason.

Dates (month/year)		Reason i.e. education, travel, raising a family
From	To	

6. EDUCATION, TRAINING & QUALIFICATIONS

Please start with the most recent. (Please continue on separate sheet if necessary)

Secondary School/ College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED

Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

7. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover **ALL** the essential points of the person/employee specification.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

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8. REFEREES

IMPORTANT PLEASE READ: Please provide details of two referees below. Friends and relatives are **NOT** acceptable referees. One of the referees must be your present/or most recent employer and

normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons, who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. Personal email addresses will **NOT** be accepted.

The Trust reserves the right to approach any previous employer or manager.

Please note:

If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview

Name (Referee 1):		Name (Referee 2):	
Title:	Mr/Mrs/Miss/Ms/other	Title:	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
Relationship to you:		Relationship to you:	
How long known?		How long known?	

9. PROTECTION OF CHILDREN

The Trust is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 175 (as amended in 2013). The amendments to the Exception Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

If shortlisted, you will be required to disclose on a separate form all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

10. ONLINE CHECKS

In line with Keeping Children Safe in Education we will conduct online searches on all shortlisted candidates. Please provide usernames or links to all profiles held by yourself. All information will be stored and destroyed in line with the recruitment process and current GDPR regulations.

WEBSITE	USERNAME
<i>Example: Facebook.com</i>	<i>Your username can be found by clicking the 3 dots next to edit profile and scrolling down to user name link</i>
<i>Example: Instagram</i>	<i>John_smith1981</i>

11. GENERAL

Please give details of any dates within the next 2 months when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES ☐ NO ☐
Do you have regular use of a vehicle?	YES ☐ NO ☐
You are required to declare below any relationship with or to an employee of the Trust. Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES ☐ NO ☐

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

12. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the HR Manager at the school to discuss any requirements.

13. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

14. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

15. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on **ALL** parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

Signed

Date

Please return you completed form by email, post or by hand by the closing date to: