 **LYONSDOWN SCHOOL TRUST LTD**

**APPLICATION FORM**

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| Position applied for | | | | | |
| 1. **Personal details** | | | | | |
| Title : | Forename(s): | | | | Surname: |
| Current Address: | | | Previous surname(s): | | |
| Postcode: | | | Preferred name: | | |
| Email address: | | | Date of Birth: | | |
| Mobile No.: | | | Telephone No.: | | |
| NI Number: | | | Teacher DfE Reference: | | |
| Date of QTS: | | Are you eligible to work in the UK? | | Yes No | |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years.  *Please continue on another sheet if necessary.* | | | | | |
| Previous address: | | | Previous address: | | |
| Postcode: | | | Postcode: | | |
| Length of time at address: | | | Length of time at address: | | |

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| Do you have a relationship with any current employee or governor of Lyonsdown School? Please give details: |

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| 2. **Education & Qualifications**  Please provide details of senior school(s) attended and qualifications awarded (in chronological order): | | | | |
| School | Date started | Date left | GCSE, A-Level, Subject & Grades | Dates awarded |
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| 3. **University or other Higher Education Institution**  Please provide details of academic qualifications, including postgraduate and PGCE, (in chronological order): | | | | | | | | | |
| University or High Education Institution | | Date started | Date left | Degree/other, Grades & Class | | | | | Dates awarded |
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| 4. **Professional Development**  Please provide details of courses attended relevant to this application and indicate any awards earned, in chronological order: | | | | | | | | | |
| Provider | | Course Title | | | Date(s) | | | Awards, if any | |
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| 5. **Present Appointment (or most recent)** | | | | | | | | | |
| Post Held | | | | | | | Date Appointed | | |
| School/College/Company address |  | | | | | | | | |
| Please give details of any additional responsibilities |  | | | | | | | | |
| Notice required (or leave date) |  | | | Reason for leaving | |  | | | |
| Final salary (including any allowances |  | | | | | | | | |
| 6. **Career History** | | | | | | | | | |
| Please provide full details of all positions held and employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer and in each case the reason for leaving employment.  Please provide explanations for any periods not in employment, further education or training. | | | | | | | | | |
| Name & Address of Employer | Job Title, age group taught if relevant | | | Dates to and from | | Reason for leaving | | | |
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| 7 **Gaps in Employment** | |
| Please give details of any gaps in employment since leaving full time education: | |
| Dates to and From | Reason for gap |
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| Please set out in detail below a statement in support of your application, which addresses the criteria for this post.  Describe your current post, indicating its scope and responsibilities, adding any further information that supports your application. Please continue on a separate sheet If necessary. |
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| Please tell us where you heard about this post:  TES 🞏 IAPS Website 🞏 Local paper 🞏 Other *please specify:* |

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| 8 **Referees**  Notes for the applicant:   * References will only be sought for short listed candidates. In keeping with safer recruitment practice, it is our policy to obtain references prior to interview. * Please provide at least two professional referees; at least one **must** be from your present or most recent employer. Your referees will be asked to comment on your suitability for the post applied for; this will include questions relating to disciplinary offences and whether you have been the subject of any child protection concerns. * In the event that you are unable to provide details of two professional referees, details must be provided for someone whom we may approach for a personal character reference. Please do not give relatives or people solely in the capacity of friends as a referee. | | | |
| **Referee 1 – Professional** | | **Referee 2 - Professional** | |
| Name |  | Name |  |
| Address |  | Address |  |
| Position |  | Position |  |
| Tel No. |  | Tel No. |  |
| Email |  | Email |  |
| How known? |  | How known? |  |

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| 9 **Data Protection**  The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be used in a confidential manner to help with our recruitment process. If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. By signing the application form, you consent to the processing of sensitive personal data. |

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| 10 **Declaration by applicant**  **CRIMINAL RECORDS**   * In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and we therefore require all applicants to declare any convictions, cautions, reprimands or final warnings that are **not “protected”** as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’. * The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering). **Having a criminal record will not necessarily bar you from working with us: t**his will depend on the nature of the position and the circumstances and background of your offence(s). * You should be aware that the School will conduct its own checks upon successfully shortlisted candidates with the DfE, Secretary of State and police records. Please submit relevant information in confidence, enclosing details in a separate sealed envelope. Only those who need to see it as part of the recruitment process will see this information.   ***Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.***  **Please tick as appropriate:-**   |  |  | | --- | --- | |  | **I have nothing to declare** | |  | **I enclose a confidential statement** | |
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| **DBS BARRED LIST & DfE CHECKS**  Have you ever been disqualified from working with children, named on the DBS Barred List(s), DfE List 99 or the Protection of Children Act List, or been the subject of any sanction(s) or prohibition order imposed by the DfE/Secretary of State or regulatory body (e.g. the NCTL) or equivalent EEA professional regulating authority.   |  |  |  |  | | --- | --- | --- | --- | |  | **No** |  | **Yes, I enclose a confidential statement** | |
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| **DISQUALIFICATION FROM CHILDCARE**  Additional rules apply to posts that include the provision of childcare in relevant settings, as defined under the Childcare Act 2006. The School is required toensure that workers in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009.  A person may be disqualified through:   1. Having certain orders or other restrictions placed upon them; 2. Having committed certain offences; and/or 3. Living in the same household\* as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification ‘by association’).   (The definition of “household” includes anyone who lives or works in the same property as you including partners, spouses, children, parents, flatmates, lodgers, tenants on a permanent or temporary basis.)  Workers are covered by the 2006 Act and 2009 Regulations if they provide:   * **Early years childcare** (birth to 1 September following child’s 5th birthday), which includes;   + Provision of education in nursery and reception classes   + Supervised activity, such as breakfast clubs, lunchtime supervision and after school care provided by the school * **Later years childcare** (under the age of 8) if they are providing childcare (not education) outside of the normal school day (breakfast clubs, after school care which is not a curriculum activity)   Or are involved in the **management of a relevant setting**.  If the post you have applied for falls into any of the above categories, you are required to complete the following declaration. Before doing so, please ensure that you have familiarised yourself with the legislation, available online at <http://www.legislation.gov.uk/uksi/2009/1547>.***Please pay particular attention to the schedules setting out relevant orders, restrictions and offences.***  Please answer the following by circling the appropriate answer:     1. Have you been disqualified from working with children under the Regulations? Yes / No 2. To the best of your knowledge, is there anyone is your household\* who has been   disqualified from working with children under the Regulations? Yes / No  If you have answered YES to either of the above questions, you should provide full details in respect of yourself or, where relevant, the member of your household. Please provide this information in a separate sealed envelope attached to this form, marked CONFIDENTIAL. |
| **Please read the following carefully before signing and submitting your application**  I confirm that the information contained within this application form is complete and correct and that any untrue or misleading information will give my employer the right to withdraw any offer of employment or terminate any employment contract.  I agree that should I be successful in this application, I will, when required, give permission for application by my employer to the Disclosure and Barring Service for an enhanced check for regulated activity. I also agree that Lyonsdown School may apply to those listed in my application for references. I understand that should I fail to do so, or should the disclosure or reference(s) not be to the satisfaction of Lyonsdown School, any offer of employment may be withdrawn or my employment terminated.  Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |