**Application Form for Business, Administrative and Technical staff**

Please complete **ALL** sections of the application form. You are advised to address the Job Description and / or Person Specification when filling out the form.

|  |  |
| --- | --- |
| Position applied for |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title |  | |
| First name(s) |  | |
| Surname |  | |
| Previous name(s) and aliases |  | |
| Address |  | |
| Postcode |  | |
| Telephone |  | |
| Mobile |  | |
| Email |  | |
| National Insurance Number |  | |
| Do you hold a valid driving licence? | **YES** | **NO** |

|  |  |
| --- | --- |
| If you are related to any existing employee, sixthformer (pupil) or governor, please state the relationship. |  |

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| LAE is committed to being an Equal Opportunities employer. To enable us to make any reasonable adjustments, please let us know at application stage if you have any special requirements. |  |

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| --- | --- |
| For our records, please state where you saw this position advertised or how you came to hear of it. |  |

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| --- | --- | --- |
| Have you previously applied for a role at LAE? If yes, please give details |  | |
| I am happy for the details on this application form to be shared with partner schools and LAE Tottenham. | **YES** | **NO** |

**Do you have the right to work in the UK?**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asylum and Immigration Act 1996 | | | | | | | | | | | | | | |
| The Asylum and Immigration Act 1996 makes it a criminal offence for London academy of excellence to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview. | | | | | | | | | | | | | | |
| Do you have the right to live and work in the United Kingdom? | | | | | | |  | | | Yes | | |  | No |
| National Insurance Number (If applicable) |  | | | | | | | | | | | | | |
|  |  |  |  |  |  | |  |  | |  |  | | |
|  | | | | | | | | | | | | | |

**Current Employment**

|  |  |
| --- | --- |
| Present occupation |  |
| Salary |  |
| Length of service (mm/yy) |  |
| Notice period |  |

**Employment History**

Please give full detail of **ALL** breaks in employment e.g. “travelling”, or “looking after children”. Applications with inadequately explained gaps are unlikely to be taken forwards.

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| --- | --- | --- | --- |
| Employment dates (most recent first) | Employer (inc. address) | Position held with summary of duties and responsibilities | Reason for leaving |
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**Education, Qualification and Training:**

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| --- | --- | --- | --- |
| University/College | Qualifications | Grades | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- | --- |
| School (Secondary) | Qualifications | Grades | Dates | |
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| Please list any other academic skills, membership of professional organisations, work related training, experience or interests relevant to the post. | |  | |

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| **Please provide additional supporting information and attach additional sheets if necessary** |
|  |

**References**

Please give the name, address and telephone number of two contactable referees, one of whom should be your most recent employer. References will not be accepted from relatives OR from people writing solely in the capacity of friends. Please note that any previous employer may be approached for a reference.

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Occupation |  | |
| Email |  | |
| Address |  | |
| Post Code |  | |
| Telephone no |  | |
| Mobile no |  | |
| Please confirm that this referee be contacted prior to an offer of employment. | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Occupation |  | |
| Email |  | |
| Address |  | |
| Post Code |  | |
| Telephone no |  | |
| Mobile no |  | |
| Please confirm that this referee be contacted prior to an offer of employment. | **YES** | **NO** |

**LAE is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the DBS.**

Please note: This post is exempt from the Rehabilitation of Offenders Act. Should your application be successful, a disclosure will be requested from the DBS (this includes an Enhanced CRB disclosure). A criminal record will not necessarily be a bar to obtaining a position with London Academy of Excellence.

The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Any data processed as part of the DBS check will be processed in accordance with General Data protection regulations and school’s privacy statement.

If you have lived or worked outside of the UK in the last 5 years the school may require additional information in order to comply with “safer recruitment” requirements. If you answer “yes” to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years? Yes No

I hereby declare that the information given on this application form is true and accurate to the best of my knowledge. I understand and agree that:

1. The provision of false information may result in disqualification from the recruitment process or termination of employment.
2. The information provided on this application may be stored and processed by London Academy of Excellence for a period of 6 months for recruitment purposes and if successful the information will be stored on personal file and processed for the purpose of the employment relationship.
3. Where I cannot provide evidence of qualifications and / or suitable references the offer of employment may be rescinded and / or employment terminated.
4. Canvassing of members of London Academy of Excellence, directly or indirectly for any appointment may disqualify my application.
5. Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.
6. Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record spent or otherwise.
7. Should I be short-listed I will be required to provide documentary evidence of my right to live and work in the United Kingdom.

Please note that all information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the General Data Protection Regulation, and any verifications checks that may be made.

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| Signed |  |
| Dated |  |

*Updated 12 December 2018*