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**Lode Heath School**

**Application form**

**If you have any queries when completing this form, please contact the School on 0121 704 1421**

**Please email your completed form to:** **office@lodeheath.org.uk** **or by post:**

**Headteacher, Lode Heath School, Lode Lane, Solihull, B91 2HW**

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| **Vacancy Details** |
| **Job Title:** |  | **Closing Date:** |  |
| **Personal Details** |
| **Name:** |  | **Title:** |  |
| **Address:** |  |
|  | **Postcode:** |  |
| **Telephone Numbers:** | **Daytime:** | **Evening:** |
|  |  |
| **Mobile:** |  | **Email address:** |   |
| **Please indicate if you are happy to receive correspondence via your e-mail address, e.g. Invite to Interview Letter. *Insert “Yes” or “No” as appropriate*** |  |
| **DfES No. *(teaching posts only)*** |  | **Date of Birth:** |  | **NI Number** |  |
| **Are you related to a Governor or employee of this organisation?** |  |
| **If ‘Yes’ please provide details below:** |
| **Name:** |  | **Relationship to you:** |  |
| **Present or Most Recent Employment** |
| **Name and Full Postal Address of Employer:** |  |
| **Job Title:** |  | **Salary:** |  |
| **Date from:** |  | **Date To:** |  | **Notice Period:** |  |
| **Reason for leaving:** |  |
| **Please provide brief details of duties and responsibilities:** |  |
| **Employment History** |
| **It is essential to include details of ALL employment, including any breaks in employment history and the reason for the break. References may be sought from your previous employers.**  |
| **Name of Employer:** | **Dates (From/To)** | **Job Title and Salary** | **Responsibilities and Reason for Leaving** |
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*Please continue on a separate sheet if necessary.*

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| **Breaks in Employment History**  |
| **If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, training.** |
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| **Secondary Education** |
| **Relevant Qualification** | **Result/Grade** | **School/College** | **Date Obtained** |
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| **Further and Higher Education** |
| **Relevant Qualification** | **Qualification obtained** | **Institution** | **Date Obtained** |
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| QTS  |  |  |  |
| **Relevant Training** |
| **Date** | **Course Title** | **Organising Body** |
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| Membership of Relevant Professional Bodies |
| **Name of Professional Body** | **Type of Membership** | **Date of Membership** | **Membership Number** |
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| **Relevant Skills and Experience** |
| **THIS SECTION TO BE COMPLETED BY ALL APPLICANTS.** Please explain here how you meet the criteria on the person specification.  You should give examples (from paid or unpaid work) to support your points **and** demonstrate your effectiveness.  This statement will be used to assess whether you will be invited to interview/ assessment.  Separate CVs will not be considered and you may include a supporting letter but this would be in addition to the information detailed below. |
| **Education & Qualifications:** |
| **Skills & Abilities:** |
| **Experience & Knowledge:** |
| **Why are you applying for this role?** |
| **What will you bring to this school?** |
| **Other Requirements/Attributes:** |
| **Hobbies or outside interests:**  |
| **References** |
| **Please provide details of two professional referees, one of whom must be your current or most recent employer. Family members may not be used as referees. Any offer of appointment will be subject to references which are satisfactory for our purposes.** |
| **First Reference (current or most recent employer)** |
| **Do you wish to be consulted before this referee is approached? *Delete as appropriate*** | **YES / NO** |
| **Referee name:** |  | **Job title:** |  |
| **Organisation:** |  |
| **Full Postal Address:** |  |
| **Telephone No:** |  | **Email address:** |  |
| **Relationship to you:** |  |
| **Second Reference**  |
| **Do you wish to be consulted before this referee is approached? *Delete as appropriate*** | **YES / NO** |
| **Referee name:** |  | **Job title:** |  |
| **Organisation:** |  |
| **Full Postal Address:** |  |
| **Telephone No:** |  | **Email address:** |  |
| **Relationship to you:** |  |

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| **Disability** |
| ***Do you consider yourself to have a disability within the terms of the Equality Act 2010? Disability in this context is defined as any physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day-to-day activities.***  |
| **Yes** |  | **No** |  | **Prefer Not to Say** |  |
| **If yes, please indicate which category best describes your disability *(please indicate with a MM900185588[1])*:** |
| **Visual Impairment (not corrected by spectacles or contact lenses)** |  |
| **Hearing Impairment** |  |
| **Learning Disability** |  |
| **Long standing illness or Health Condition** |  |
| **Mental Health Condition/ Mental Illness** |  |
| **Mobility Impairment/ Physical Impairment/ Reduced Physical capacity** |  |
| **Neurological Condition** |  |
| **Physical Co-ordination difficulties** |  |
| **Speech Impairment** |  |
| **Other** |  |

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| **Rehabilitation of Offenders** |
| **This post involves working with children, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including ‘spent’ convictions. Any failure to disclose such information could result in disciplinary action or dismissal by Lode Heath School.** |
| **Have you, at any time, received, or do you have pending, a caution, reprimand, final warning or conviction? *Delete as appropriate*** | **YES / NO** |
| **If ‘Yes’, please give full details below:** |
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| **Declaration by Applicant** |
| **SAFETY AND WELFARE OF CHILDREN** |
| **Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?** | 🞏 YES 🞏 NO |
| **If you have answered “YES” to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.** | I have attached details as requested.🞏 YES 🞏 NO |
| **DISCIPLINARY RECORD** |
| **Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?** | 🞏 YES 🞏 NO |
| **If “YES” please give details below:** |
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| **Have you ever received a final warning for misconduct or incompetence or have you ever received a lesser warning which has not time expired at the point of making this application?** | 🞏 YES 🞏 NO |
| **If “YES” please give details below:** |
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| **Are you (or have you ever been) barred from working with children:** | 🞏 YES 🞏 NO |
| **If “YES” please give details below:** |
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| **I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information. I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 1998 and subsequent legislation.** |
| **Signed:** |  |
| **Date:** |  |

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| **Recruitment Monitoring Form****This organisation is committed to equal opportunities in employment and service delivery, and the following information is, therefore, required to help us ensure that our services are accessible to all. This information will be treated as confidential and will not be viewed by the selection panel during the selection process.** |
| Job Title: |  |
| **Personal Details** |
| **Title: *Mr/Mrs/Miss/Ms*** |  | **If other please state:** |  |
| **Initial(s):** |  | **First name(s):** |  |
| **Last name:** |  | **Previous surname:** |  |
| **Full Postal Address:** |  |
| **Advertising origin** |
| **Where did you hear about this vacancy?** |  |
| **Gender** |
| **Male** |  | **Female** |  |
| **Age** |
| **Date of birth:** |  | **Age:** |  |
| **Ethnic Origin (*Please indicate with a MM900185588[1])*** |
| **I would describe my Ethnic Origin as:** |
| **WHITE** | **Welsh/English/Scottish/Northern Irish/British** |  |
| **Irish** |  |
| **Gypsy or Irish traveller** |  |
| **Any other White background** |  |
| **MIXED or MULTIPLE ETHNIC GROUPS** | **White and Black Caribbean** |  |
| **White and Black African** |  |
| **White and Asian** |  |
| **Any Other Mixed Background** |  |
| **ASIAN OR ASIAN BRITISH** | **Indian** |  |
| **Pakistani** |  |
| **Bangladeshi** |  |
| **Chinese** |  |
| **Any Other Asian Background** |  |
|  | **Chinese** |  |
| **BLACK OR BLACK BRITISH** | **Caribbean** |  |
| **African** |  |
| **Any Other Black Background** |  |
| **OTHER ETHNIC GROUP** | **Arab** |  |
| **Any Other Ethnic Group** |  |
| **PREFER NOT TO SAY** |  |  |