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| **T:\Academy Information\Academy Logos\Sponsor Logos\Archdiocese Of Liverpool.jpg T:\Academy Information\Academy Logos\Sponsor Logos\Diocese Of Liverpool.jpg**  **Liverpool Joint Catholic and Church of England**  **Academies Trust** |
| **APPLICATION FOR EMPLOYMENT**    **Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Closing Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Mr/Mrs/Ms/Miss: |  |
| Surname: | **Forename(s):** |
| Address:  Postcode : | **Telephone numbers:**  Home:        Mobile: |
| **Email address:** | National Insurance number: |
| **Where did you see or hear of this job?** | GTC Number (if applicable): |

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| Education/Technical/Professional Qualifications | | | |
| Please provide the name of any institute or professional body in full, rather than using initials. | | | |
| Where attained: | Subject/Qualifications/Course: | Month/Year: | Grade: |
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| Details of relevant training courses (including date of course): |
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| Career History | | | | | |
| Please give details of all jobs held including part time and unpaid work, starting with your present/last employer. Provide a full history of employment including periods of post-secondary education or training and part time and voluntary work. Please start with your most recent employer and finish with the date you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving. | | | | | |
| Employer (name and full address): | Jobs held and main duties: | From: | To: | Salary/Grade: | Reason for leaving: |
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| Personal Statement |
| Please tell us how your knowledge, experience and skills meet the requirements described in the person specification. |
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Please continue on separate sheets, if required (no more than two further sides of A4).

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| **Referees**  Please indicate two people who can provide references, one of whom must be your present/last employer. | |
| Name: | Name: |
| Address (including Postcode): | Address (including Postcode): |
| Telephone number: | Telephone number: |
| Fax number: | Fax number: |
| Email address: | Email address: |
| Occupation: | Occupation: |
| Please confirm that we can contact referees before interview (Yes/No): | |

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| Asylum and Immigration Checks |
| Are there any restrictions to your residence in the UK which may affect your right to take-up employment (Yes/No)? If ‘Yes’, please provide details:  **Do you hold a valid, current work permit which allows you to take-up employment in the UK** (Yes/No)?  **If yes, when is this work permit due to expire?** |

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| Criminal Convictions |
| The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you must declare all spent/unspent convictions if the post is subject to a Criminal Records Bureau (CRB) Disclosure Check. Failure to disclose such convictions could result in withdrawal of conditional offer, disciplinary action or dismissal. |
| *Please note that all posts in the Academy are subject to CRB Disclosure checks:* |
| *Do you have any spent/unspent convictions?* (Yes/No)? *If yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked confidential.* |

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| Drivers Licence | |
| Do you hold a current driving licence (Full/Provisional/LGV/PCV)? |  |

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| Accessibility |
| If you have a disability is there anything we need to know in order to enable you to access our selection procedures? For example, please let us know if you need wheelchair access, a sign language interpreter, etc. |
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If you have not heard from us with two weeks of the closing date you may conclude that you have not been short-listed.

If it is found that any of the information you have given on this application form is false or you have knowingly omitted or concealed any relevant facts about your eligibility for employment, then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed, then you will be dismissed without notice.

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| Declaration | |
| I hereby declare that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered, and that I possess all the qualifications which I claim to hold. | |
| Signed: | Date:   /  / |

**Please return your completed application form to Mrs Julie Bedson at The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR or at vacancies@asfaonline.org**