



Job Application Form

Applicants are required to complete all parts of this application form. Before completion please read the guidance notes at the back of this document.

Position Applied for:	Lingdale Primary
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Personal Details

Surname:	Forename(s):
Address:	National Insurance Number:
	DFE teacher number or professional registration number:
	Home Telephone: Mobile:
Address for Correspondence: (if different)	Work: (optional) Email:
	When could you commence duties if appointed?
Are you related to any employee or Governor of Lingdale Primary School? Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>	
If yes, Name: _____ Relationship: _____	

References

Two independent referees must be provided, we will seek information regarding your suitability for this job. **One** of these referees must be your current or most recent employer. Placements, schools, or a base for volunteer work should be provided if no official employment has taken place prior.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship:	Relationship:

Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Career History

Current or Last Job (NQTs to include current/latest placement school)	
Job Title:	Date Appointed:
Full Time or Part Time:	Date Left (if applicable):
Name & Address of Employer:	Scale or Grade: Current Earnings:
Telephone Number:	Notice Required:
Email Address:	Reason for leaving:
Brief details of current or last job:	

Previous Jobs (list all employment including unpaid & voluntary work, most recent first)				
Dates		Employer Name & Address	Job or jobs held with Employer and salary	Reason for leaving
From	To			
Please use this space to explain any gaps in employment:				

Have you ever been dismissed from employment? Yes / No

If Yes, please use this space to provide details:

Education

Qualifications & Training				
Establishment Attended	Qualifications Obtained			Date Obtained
	Type (GCSE, A Level, Degree, etc.)	Subject	Grade Achieved	

Non Qualification Courses & Further Training	
Details	Date

Membership of Professional / Technical bodies, organisations or associations

Organisation	Date(s)		Level of membership
	From	To	

Personal Statement

(Maximum 3 Sides of A4, any additional information exceeding this limit will be disregarded by the panel)

Referring to the Job Description and Person Specification, please describe how you meet the requirements of the role. Please also add details of any special interests and experiences which may be relevant to this application and briefly describe why you feel that you are suitable for the role.

Large empty rectangular box for writing the personal statement.



Additional information

Right to work

Do you have the right to work in the UK? Yes No

All employees are obliged to provide original documentary evidence of their right to work in the UK prior to commencing employment.

Data Protection

The information that you have provided to the School within this application will be used purely for the purpose of recruitment, selection and monitoring. Documents will be retained in accordance with the School retention schedule, details available upon request.

Equal opportunities monitoring

Lingdale Primary School is committed to ensuring that applicants are considered on an individual basis, irrespective of gender, sexual orientation, marital or parental status, disability, religion, social class, nationality or ethnic origin.

In order to monitor the effectiveness of our processes, we require applicants to provide the information outlined in the equal opportunities monitoring form. This information is confidential and is used solely for monitoring purposes. In the event of your appointment to the role, this information will form part of your staff record and will continue to be used for monitoring purposes throughout your employment at Lingdale Primary School. For unsuccessful candidates, details will only be retained in an anonymised form for the purpose of tracking and monitoring. The use of this data will be subject to the provision of the Data Protection Act 1998.

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are "spent" & in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Lingdale Primary School.

Have you ever been convicted of a criminal offence by a Court of Law? Yes No

If yes, please attach details including the offence & the date. Any information will be treated confidentially.

Pre-employment checks

Lingdale Primary School is committed to safeguarding and follows the recommended guidelines to ensure that all successful candidates are appropriately checked before commencing work at the Academy. These checks are;

- 1) References – two referees are asked to provide written information which supports whether the candidate is suitable for the job. They will also be asked to comment on your suitability to work with children and young people.
- 2) Enhanced DBS check – you will be required to complete a DBS application before you can commence employment at Lingdale Primary School. You may be required to complete DBS applications throughout the duration of your employment to ensure that you meet the requirements for working with children. You must notify the School if you receive a criminal caution or conviction at any point during your employment.
- 3) DBS or similar check if you have lived overseas – you will be asked to complete a declaration to state whether you have ever lived or worked abroad. If you have, you may be required to provide, at your own cost, a certificate of good character, DBS certificate or similar from the country in which you resided.

- 4) Barred list check – an enhanced DBS check includes a check of the list of people who are barred from working with children. The Trust reserves the right to check this list at any time prior to appointment or throughout the duration of your employment.
- 5) Prohibition list checks – prior to employment, a check will be completed to ensure that you have not been prohibited from teaching or working with children in the UK or abroad. The Trust reserves the right to check this list at any time prior to appointment or throughout the duration of your employment.
- 6) Occupational health check – once a formal job offer has been made, successful candidates will be required to complete a medical questionnaire which will be assessed by an occupational health adviser. The occupational health adviser will assess and advise the School regarding your medical capability to complete the role.
- 7) Right to work – you will be required to provide documentation to prove your eligibility to work in the UK. This check will be completed prior to you commencing employment and may be rechecked at any point throughout the duration of your employment.
- 8) Qualifications – where your qualifications are an essential requirement of the post, you will be required to provide evidence prior to commencing employment.

All employees of Lingdale Primary School must comply with requests to provide evidence or complete any documentation which supports their continued employment to work with children and young people.

Declaration

By signing below I declare that all of the information provided on this application form is accurate. I understand that the provision of false information may disqualify me from employment, withdrawal of an offer of employment or by my dismissal if I have been appointed. I also understand that any offer of employment is subject to satisfactory pre-employment checks and that I am required to comply with these checks prior to and, if successful, throughout the duration of my employment.

Signature:

Date:

Please return your completed application form electronically to the email address stated on the advert, alternatively you can post or hand deliver your printed application form to the School directly.

If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application.

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Recruitment Monitoring Form

Personal Details

Full Name:

Title:

Gender:

Date of Birth:

Age:

Marital Status:

Optional - Is your gender identity the same as the gender you were assigned at birth? Yes No

Please state where you saw this job advertised: _____

Equal opportunities monitoring

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. It is mandatory that this document is completed but sensitive information may be withheld if you would prefer not to share it. The information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.

This form is 'check-box' enabled. To 'check' (tick) a box, right click on it, click on 'properties' and then click on 'checked'.

How did you find out about this post?

- School website
- Online publication/job-board (please state):
- Printed publication (please state):
- Agency (please state):
- Word of mouth / professional network (please state):
- Social media (please state):
- Other (please state):

Your ethnic origin

These categories are based on the Census 2011 categories and recommended by the Commission for Racial Equality.

Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

- Asian / Asian British
- Bangladeshi
- Chinese
- Indian
- Pakistani
- Other Asian background (specify if you wish):

White

- British
- English
- Gypsy or Irish Traveller
- Irish
- Scottish
- Welsh
- Other White background (specify if you wish):

(options continued on next page)

Black, Black British, Black English, Black Scottish, or Black Welsh

Mixed

- African
- Caribbean
- Other Black background (specify if you wish):

- White and Asian
- White and Black African
- White and Black Caribbean
- White and Chinese
- Other mixed background (specify if you wish):

Other ethnic group

- Arab
- Other ethnic group (specify if you wish):

Prefer not to say

Your gender

- Male
- Female
- Prefer not to say**

Have you ever identified as transgender?

- Yes
- No
- Prefer not to say**

Your age

Date of Birth:

- 16 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65+

Prefer not to say

Your sexual orientation

- Bisexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other (specify if you wish):

Prefer not to say

Marriage and civil partnership

- Single
- Married/in a registered same-sex civil partnership
- Separated, but still legally married/in a registered same-sex civil partnership
- Divorced/formerly in a same-sex civil partnership which is now legally dissolved
- Widowed/Surviving partner from a same-sex civil partnership

Prefer not to say

Your religion or belief

- No religion
- Buddhist
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Hindu

- Jewish
- Muslim
- Sikh
- Other (specify if you wish):

Prefer not to say

Your experience of mental health problems

Would you describe yourself as someone who is experiencing or has experienced mental health problems?
 Yes.

Please state how Lingdale Primary School can support you in your employment:

No

Prefer not to say

Disability

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Do you consider yourself to be disabled?

Yes.

Please specify:

No

Prefer not to say

Please ensure you return this form with your completed application form.

Guidance

Application advice

Your application will be assessed against the criteria listed on the person specification.

We do not accept CV's, the application form must be completed in full. Only details within the official application form will be considered by the recruitment panel.

The shortlisting process follows a measured point scoring system. Please refer to the job description and person specification when completing your application form to ensure that you achieve the maximum score.

You are permitted to use additional pages, these pages must be referred to in your application. You must answer the specific questions, referring to an attached CV is not accepted.

Applications received after the closing date will not be accepted.

If you are unable to complete the application form due to a disability, or need these details in a different format, please contact the School.

Current legislation means that you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom. If you are shortlisted you will be asked to provide this at your interview. If you do not provide this documentation, your interview may be cancelled.

Personal Details

Your personal details are important, please ensure that this is completed accurately.

If you have a friend or relative who is employed by School, it is important that you declare it. Your relationship with this person is not relevant in terms of the application or selection process, the information is used to ensure that you are neither disadvantaged nor favoured in your application.

References

You will need to provide the names of two referees. One reference must be your current or most recent employer. The second reference should be a previous employer or someone that can give information about you that is relevant to the job. Where possible, your references should cover a 5 year period.

Your referees must be able to comment on your suitability for this position. If you have never been employed, you may provide a suitable referee within a school, college, or university, or you may provide a referee from a workplace in which you volunteered. Character references provided by friends or relatives are not acceptable.

It is good practice to contact your referees prior to applying for a post to let them know that you wish to give their names & ensure that they are willing to act as a referee.

Contact may be made with the referees at any point once your application is received. If your referee has not been contacted, it is not an indicator as to whether you have been shortlisted or not. As soon as the shortlisting process has taken place, all applicants will be informed regardless of the decision.

Any offer of employment made by the School is conditional until references, that are satisfactory to the School, are received.

Career History

You are required to provide your current or most recent employers contact details and briefly outline the requirements of the post. Please ensure that dates of employment are accurate and make it clear if there have been any breaks in employment. If this is your current employer, you can indicate this by marking the end date as 'present' or 'still employed'.

Your previous jobs section must account for all the time since you left school, college or university. You should list your jobs, with the most recent first, stating month & year and include voluntary work. Any gaps in employment should be included and reasons for the gaps clearly noted.

Your application form should show a clear history of school, college, university, paid or unpaid work. Any gaps in employment must be clear.

Education

Please list the qualifications you have obtained showing the grade, score or level that you were awarded. Where your qualifications are a mandatory requirement of the post, you will be asked to provide your certificates.

Other CPD or training is equally important and demonstrates how you keep your professional practice up to date. This should be listed as thoroughly as possible and the organiser, organisation or awarding body should be listed clearly.

Personal Statement

This is a crucial part of your application, this is the main area that is referred to during the shortlisting process. No assumptions will be made, ensure that you refer to the job description & person specification and use this space to clearly describe what skills and experiences that you have that demonstrate that you are the most suitable applicant.

Your completed application form will be used to decide whether or not you progress to the next stage of the selection process.

All applications must be signed. Electronic signatures or typed signatures are acceptable providing that you submit your application by email, under these circumstances you will be asked to counter sign your application form at interview.