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| **Application for the post of** |  |

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| **Applicant Details** | |
| **Surname** |  |
| **Forename** |  |
| **Middle names** |  |
| **Preferred names** |  |
| **Previous names**  *please also state dates from/ to* |  |
| **Postal address including post code** |  |
| **Email address** |  |
| **Telephone number(s)** |  |
| **National Insurance Number** |  |
| **Teacher Reference Number**  *If you have ever trained or qualified as a Teacher please state your TRN* |  |
| **Do you hold Qualified Teacher Status?** | Yes/ No |
| if yes, please give date of award |  |
| **Have you successfully completed a period of induction as a qualified teacher in this country (where required)?** | Yes/ No |
| If yes please give date of completion |  |
| **Are you subject to any conditions or prohibitions placed on you by the Teacher Regulation Agency or other relevant body** | Yes/ No |
| If yes, give full details |  |

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| **Right to Work in the UK** | |
| I confirm that I have the right to work in the UK, in accordance with current UK law. | Yes |

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| **Current or Most Recent Employment** | |
| **Employer Name** |  |
| **Employer Address** |  |
| **Role Title** |  |
| **Date appointed** |  |
| **Date left or period of notice required to terminate current employment** |  |
| **Reason for leaving** |  |
| **Role Duties/ Areas of Responsibility** |  |
| **Contract: Full time/ Part time/ Supply** |  |
| **Contract: Permanent/ Fixed Term/ Casual** |  |
| **Current/ leaving salary**  *If a school or local authority post, please give the pay range and point.*  *If you have any additional responsibility allowances, please specify.* |  |

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| **Other Employment** (including part-time and voluntary work. Please give exact dates and indicate the reasons for any gaps in employment record.)  *Please give details of any previous employment, including relevant placements or voluntary roles – continue on a separate sheet if necessary. Please explain the reasons for any gaps in your employment in your covering letter.* | | | | |
| **Employer name and address** | **Role Title and Duties** | **Start Date** | **End Date and reason for leaving** | **Final salary** |
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| **Education Details**  *Please give details of secondary schools, colleges, and higher and further education – continue on a separate sheet if necessary.* | | | |
| **Institution Name (School/ College/ University)** | **Course of Study** | **Start Date** | **End Date** |
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| **Formal Qualifications**  *Please give details of formal qualifications such as GCSE’s, degrees – continue on a separate sheet if necessary.* | | | |
| **Subject/ Course** | **Qualification Type** | **Grade** | **Date Awarded** |
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| **Other Training and Qualifications**  *Please give details of any other specialised training or qualifications not covered in previous sections, e.g. short courses, on-the-job training, etc – continue on a separate sheet if necessary* | | | |
| **Course** | **Qualification Type** | **Grade** | **Date Awarded** |
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| **Personal Statement or Letter of Application**  *Please explain how your particular strengths and your experience to date has prepared you for this particular role. Describe in some detail your relevant experience and achievements and their application to this post. Include any other information you feel would be helpful. Include all information related to the list of essential experiences, skills etc for the post set out in the Person Specification.*  *If you prefer you may provide this information as a Letter of Application, on no more than 2 sides of A4 paper.* |
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| **Disclosure of Criminal Background**  *Before completing this section please read the enclosed advisory note*  *Please indicate your response by marking ‘Yes’ or ‘No’.* |
| (a) Have you ever been convicted of a criminal offence or been given an official caution?  Please note that under the Rehabilitation Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past. However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable people or young people, from the protection of this Act. So you should take advice if you are in any doubt as to the correct answer to give. Also, if you are applying for a ‘regulated post for employment’ (the advert, job details and accompanying information should make clear whether the job is regulated), please refer to the criminal records disclosures requirements.  Yes  No |
| (b) If Yes, please provide full details as requested in the advisory notes, including date of conviction/bind overs, court, nature of offence and sentence imposed, place in an envelope marked ‘Private and Confidential – For the attention of the Chair of the Appointing Panel’ and return it with a hard copy of your completed application form. |
| (c) I certify that I am not included on List 99 (Children’s Barred List), that I have not been disqualified from working with children and I am not subject to any sanctions imposed by a regulatory body.  Yes  No |

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| **Canvassing directly or indirectly will disqualify candidates.**  *Please state whether you are related to, or have a close relationship with any existing employee or employer (including Governors)* |
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| **References**  *Please provide names, addresses and occupation/relationship of two employment or professional referees: one of these should be your current or most recent employer.*  *If you work in a school, one of your references must be the Headteacher.*  In accordance with Keeping Children Safe in Education Lancaster Girls’ Grammar School must seek employment or professional references for potential employees.  Referees will be asked about your performance history including details of any capability concerns; asked about your suitability for the post applied for, and asked for information about:   * All disciplinary offences (including those where the penalty is “time expired” if related to children); and * All child protection allegations including the outcome of any child protection investigations. | |
| It is the responsibility of you, as the applicant, to ensure that your referees have consented to your sharing their information and providing a reference.  Your referees will be contacted prior to shortlisting or interview: please indicate if you would prefer us not to contact them until you have accepted an interview.  By providing this information below you are consenting to LGGS collecting and processing these referees’ information, and our taking up references from them. | |
| **Referee 1** | |
| **Name** |  |
| **Role and Organisation** |  |
| **Relationship to you (e.g. manager, tutor)** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |
| Please **don’t** contact this referee prior to shortlisting |  |
| **Referee 2** | |
| **Name** |  |
| **Role and Organisation** |  |
| **Relationship to you (e.g. manager, tutor)** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |
| Please **don’t** contact this referee prior to shortlisting |  |

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| **Applicant Declaration**  If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included. Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) and/or the Police, if appropriate. | |
| **By signing below I hereby certify** that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold. | |
| I acknowledge that it is my responsibility as the applicant, if invited for interview, to **disclose information** to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults. | |
| **Signature** |  |
| **Date** |  |

**Recruitment Information**

Please note that:

* LGGS is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check and other statutory Safer Recruitment checks, including online searches, employment references, and qualification checks. Further information is available in our [Safeguarding Statement](https://lggs.s3.amazonaws.com/uploads/document/LGGS-Safeguarding-Statement.pdf?t=1702385687?ts=1702385687).
* LGGS does not hold a sponsorship licence and can only consider applications from candidates who are legally entitled to work in the UK. If you do not have the right to work in the UK, your application will not progress. Further information is available in our [Immigration Asylum and Nationality Act Statement.](https://lggs.s3.amazonaws.com/uploads/document/Immigration-Asylum-and-Nationality-Act-2006.pdf?t=1702385687?ts=1702385687)
* LGGS is an equal opportunity employer and intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation or disability nor be disadvantaged by any other condition which cannot be shown to be justified. Please see our statement on [Reasonable Adjustments](https://lggs.s3.amazonaws.com/uploads/document/LGGS-Equality-Act-Reasonable-Adjustments-Statement.pdf?t=1702385687?ts=1702385687) regarding adaptations for interviews.
* LGGS is committed to processing the information you have provided in line with data protection legislation and best practice. Information about what data we collect, how we use it, and how to contact our Data Protection Officer is available in our [Privacy Notice for Prospective Employees](https://www.lggs.org.uk/504/data-protection?search=data).
* If you are successful at interview you will be offered the role subject to satisfactory completion of pre-employment checks, and the post will be subject to the terms and conditions of the appropriate model employment contract, copies of which can be found on the Recruitment page of our website.

**Application notes**

Before beginning your application please familiarise yourself with the supporting information provided in the Recruitment Pack and on our website, particularly the Person Specification and Job Description for the role: <https://www.lggs.org.uk/515/recruitment-information>

* All applications must be submitted on our application form: we cannot accept CVs, online applications, or other templates for safeguarding reasons.
* Please complete all sections of the form, entering ‘not applicable’ if appropriate.
* Please explain the reasons for any gaps in your employment history.
* Please also submit a covering letter or personal statement to explain how your education and employment history equip you for the job you are applying for.

**Submitting Your Application**

Please ensure that you submit your completed:

* Application Form
* Covering letter/ supporting statement
* Recruitment monitoring form - *this will be detached from your application on receipt*
* Rehabilitation of Offenders Disclosure Form - *this will be detached from your application on receipt*

**Please submit your application by email to** [**applications@lggs.lancs.sch.uk**](mailto:applications@lggs.lancs.sch.uk)**,** or by post to: Lancaster Girls’ Grammar School, Regent Street, Lancaster, LA1 1SF, **before the application closing date.**

We reserve the right to close down a vacancy early, before the closing date, if we receive sufficient applications.

We endeavour to confirm receipt of all applications, and to contact shortlisted applicants within a week of the closing date. If you have not been contacted within two weeks of the closing date, you should assume your application has not been successful, however we would like to thank you for your interest and the time spent in applying.