

**LEARNING ACADEMIES TRUST LEADERSHIP APPLICATION FORM**

Central LAT Office, Salisbury Road, Plymouth, Devon, PL4 8QZ

CEO: Mr Simon Spry

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| --- | --- | --- |
| Name: |  | |
| Post applied for: |  | |
| School: |  | |
| Where did you see this role advertised? |  | |
| If you are an internal applicant, please tick here to confirm you have discussed this application with your current Headteacher | |  |

**FAIRNESS AND EQUALITY OF OPPORTUNITY**

We do not operate an anonymous process, but we will treat your application fairly and honestly, and consider it only in relation to the requirements of the job. We will do this regardless of whether or not you currently work for the Learning Academies Trust, another employer, or are unemployed. Your application will be processed in strict confidence. Our aim is to appoint the best person for the job. We believe in equal opportunities and wherever possible, reasonable adjustments will be made to help accommodate applications from those with additional needs. If you do require some assistance, please contact the HR team [hr@learningat.uk](mailto:ria.croot@learningat.uk)

## DOCUMENTARY EVIDENCE

Candidates called for interview will be required to bring **original** documents to the interview for verification purposes. If you provide false information, this could lead to the offer of employment being withdrawn. The successful applicant will also be required to produce a number of documents to comply with an enhanced DBS check.

## RETURNING THIS FORM

Completed application forms can be returned in the following ways:

• Email - [HR@learningat.uk](mailto:HR@learningat.uk)

• Online - Through the relevant vacancy page on [www.learningat.uk/join-us/vacancies](http://www.learningat.uk/join-us/vacancies)

• Postal – Return to HR Team, Central LAT Office, Salisbury Road, Plymouth, Devon, PL4 8QZ

• School – Visit the school office to submit a paper copy

Please note – late applications will not be accepted. Please consider this when returning through the post.

**1 PERSONAL DETAILS**

DATA PROTECTION ACT:Information from this application may be processed by computer for purposes registered by the Learning Academies Trust under data protection legislation (GDPR 2018). Individuals have the right of access to computerised personal data concerning them (FOIA 2000). Further information is contained within the privacy policy supplied.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | Surname: |  | |
| Forename(s): |  | Previous name(s): |  | |
| Date of birth: |  | National Insurance Number: |  | |
| Email address: |  | Preferred phone number: |  | |
| Address: |  | | | |
| Postcode: |  | | | |
| Do you have the right to work in the UK? | | | Yes | No |
| Are you able to produce documents if asked for in an interview, which demonstrate that you are entitled to work in the UK? | | | Yes | No |
| Have you been outside of the UK for a period of 3 months or more in the last 5 years?  If yes, please provide details:  *NB: You will be required to gain an overseas police check if successful* | | | Yes | No |
|  |  |
| If this post is open to job share, would you like to be considered for this option? | | | Yes | No |

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| The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for interview, please state the arrangements you require: |
|  |

**2 PROFESSIONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Do you hold Qualified Teacher Status? | Yes | No |
| If yes, please give date of award: |  | |
| QTS Certificate Number: |  | |
| Have you successfully completed a period of induction as a qualified teacher in this country, where required by the DfE? | Yes | No |
| If yes, please give date of completion: |  | |
| DfE Number: |  | |
| Are you registered with the Teaching Regulation Agency? | Yes | No |
| Are you subject to any conditions or prohibitions placed on you by the Teaching Regulation Agency, DfE or NCTL? | Yes | No |
| If yes, give full details on a separate sheet | | |

**3 PRESENT OR MOST RECENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: |  | | |
| Name of school: |  | | |
| Address: |  | | |
| Dates of employment: |  | | |
| Present Spinal Point: |  | Salary: |  |
| Type of school: | LA  Foundation  Independent  Aided  Other: | LEA: |  |
| Total number of pupils of roll: |  |
| Single Sex  Mixed | Pupil age range: |  |
| Description of role/responsibilities/duties including subject and areas taught: | | | |
|  | | | |
| Experience in other subject areas: | | | |
|  | | | |

**4 PREVIOUS TEACHING EXPERIENCE**

Please start with your most recent post first. Newly qualified teachers should include periods of school-based training.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/College/LEA | Age range taught | Post held | Employment dates  (from and to) | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please add additional rows if required.

|  |
| --- |
| Please give reasons for any breaks in employment or education from the age of 18 to date: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of employment or voluntary work | Name and address of employer / voluntary group | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5 EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Please provide details of your education from secondary school onwards.

Please note, we will require sight of original certificates to verify academic qualifications.

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| --- | --- | --- |
| Dates attended (month and year) | Name of school/college/university | Qualifications gained (including grades) |
|  |  |  |
|  |  |  |
|  |  |  |
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**6 PROFESSIONAL DEVELOPMENT**

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| Please give details of any other relevant, professional, development / training undertaken in the last five years. |
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**7 LETTER OF APPLICATION**

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| Please write in support of your application, showing how your experience and qualifications are relevant, and how you would contribute to the post.  If you have a disability and because of this cannot fulfil certain aspects of the Person Specification, but you feel you can meet the job requirements in an alternative / adjusted way, you can provide details here. Please continue on a separate sheet if necessary.  Please ensure your name and other personal details do not appear in this section. |
|  |

**8 REFERENCES**

Please give details of your present or previous Headteacher and two other referees to cover the last **5 years**. A character referee must be someone who has known you for **5 years or more** (not a member of your family) and they must be in a recognised profession. A list of suitable character referees can be found in the Appendices at the end of this document. ***Please provide work email addresses for employment references.***

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name: |  | |
| Job title: |  | |
| Address: |  | |
| Telephone number: |  | |
| Email address: |  | |
| Period they have known you: |  | |
| Reference type: | Current employer  Previous employer  Character reference | |
| 2 | Name: |  | |
| Job title: |  | |
| Address: |  | |
| Telephone number: |  | |
| Email address: |  | |
| Period they have known you: |  | |
| Reference type: | Current employer  Previous employer  Character reference | |
| 3 | Name: |  | |
| Job title: |  | |
| Address: |  | |
| Telephone number: |  | |
| Email address: |  | |
| Period they have known you: |  | |
| Reference type: | Current employer  Previous employer  Character reference | |
| I consent to my referees being contacted prior to an interview or offer of employment: | | | Yes  No |

**9 REHABILITATION OF OFFENDERS**

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| --- |
| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.  Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. |

**10 DECLARATION**

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| --- | --- | --- | --- | --- |
| I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate and check of the Barred list c) the entries on this form proving to be complete and accurate. I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard.  **Online Searches**  Learning Academies Trust are required to conduct online searches about you as part of their shortlisting process in accordance with Keeping Children Safe in Education guidance, in order to identify any incidents or concerns which are publicly available online. By signing this application, you acknowledge that such searches will be conducted as part of the shortlisting process. | | | | |
| I have read and agree to the terms stated in the Privacy Policy (available to download on our website) | | | Yes | No |
| Signed |  | Date |  | |

For any questions regarding this role or the application process, please contact the

Learning Academies Trust HR Team on 01752 938028.

**APPENDICES**

**APPENDIX A - ACCEPTABLE CHARACTER REFEREES**

**Your referee must either:**

* work in (or be retired from) a recognised profession
* be ‘a person of good standing in their community’

**Recognised professions**

**Examples of recognised professions include:**

|  |  |
| --- | --- |
| * Accountant * Airline pilot * Articled clerk of a limited company * Bank/building society official * Barrister * Chiropodist * Commissioner for oaths * Councillor, e.g. local or county * Civil servant (permanent) * Dentist * Engineer - with professional qualifications * Fire service official * Funeral director * Justice of the Peace * Legal secretary - fellow or associate member of the Institute of Legal Secretaries and Pas * Local government officer * Medically qualified doctor * Member, associate, or fellow of a professional body | * Member of Parliament * Merchant Navy officer * Nurse - RGN or RMN * Officer in HM Armed Forces * Optician * Paralegal - certified paralegal, qualified paralegal, or associate member of the Institute of Paralegals * Pharmacist – registered with General Pharmaceutical Council * Police officer * Post Office official * Social worker * Solicitor * Surveyor * Teacher, lecturer * Trade union officer * Warrant Officer or Chief Petty Officer |

**People who would not be acceptable**

**Your referee cannot:**

* be related to you by birth or marriage (including in-laws or partners of family members)
* be in a personal relationship with you
* be a doctor or General Practitioner (GP), unless they state that they know you well (e.g. good friend) and that they recognise you easily from your photo