

**LEARNING ACADEMIES TRUST SUPPORT STAFF 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:hr@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 If you provide false information, this could lead to the offer of employment being withdrawn.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 [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.

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| --- | --- | --- | --- | --- |
| 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: |
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**2 CURRENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer: |  | | |
| Telephone number: |  | | |
| Job title: |  | Date of appointment: |  |
| Current salary: |  | Notice period: |  |
| Reason for wishing to leave: |  | | |
| Brief outline of duties: |  | | |

**3 PREVIOUS EMPLOYMENT**

Please provide details of all employment and voluntary work since the age of 18, starting with your most recent position. Additional rows can be added if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/voluntary organisation | Job title | Employment dates (from and to) | Salary/grade | Reason for leaving |
|  |  |  |  |  |
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| Please provide reasons for any breaks in employment from the age of 18 to date: |
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**4 EDUCATION AND TRAINING**

Please include details of all education, from secondary school onwards, starting with the most recent first and including any ongoing studies. Please add additional rows if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Course / subject | Name of school/college/university | Dates attended (month and year) | Grade / qualification |
|  |  |  |  |
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Please provide details of any relevant training courses you have completed for career development, including any ongoing courses. Please add additional rows if required.

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| --- | --- | --- |
| Training course | Date | Training provider |
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|  |  |  |

**5 MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Association | How obtained  (e.g. examination or election) | Date | Grade of membership |
|  |  |  |  |
|  |  |  |  |
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**6 REFERENCES**

Please give the details of at least two referees to cover the last 5 years of your employment. One should be from your present or most recent employer. If you have not been in employment in recent years, or do not have 2 employment referees covering the last 5 years, you are required to provide a suitable character referee. 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***. School leavers should provide details of their Head of Year/Headteacher.

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| --- | --- | --- | --- | --- | --- |
| Name: |  | | Name: |  | |
| Occupation: |  | | Occupation: |  | |
| Company: |  | | Company: |  | |
| Reference type: | Current employer  Previous employer  Character reference | | Reference type: | Current employer  Previous employer  Character reference | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Telephone: |  | | Telephone: |  | |
| Period they have known you: |  | | Period they have known you: |  | |
| I consent to this referee being contacted prior to an interview or offer of employment: | | Yes  No | I consent to this referee being contacted prior to an interview or offer of employment: | | Yes  No | |

If you need to provide a 3rd reference, in order to meet the 5-year criteria, please use the additional table in the Appendices at the end of this document.

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| --- | --- |
| 3rd reference provided in the Appendices? | Yes  No |

**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. |
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**8 RELATIONS**

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| A candidate, for any appointment with the Learning Academies Trust, who knows he/she is related to any member of the Trust, a Governor of the Trust or a senior officer is required to disclose that relationship when submitting an application. In educational establishments the designation **‘senior officer’** includes Headteacher, Deputy Head and Heads of Department. For other employees, the designation includes anyone paid on Grade F or above. A candidate who fails to disclose such a relationship shall be disqualified for the appointment and if appointed shall be liable to dismissal without notice. |
| **If applicable, please give details:** |
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**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. | | | | | |
| 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

**APPENDIX B – ADDITIONAL REFEREE**

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Occupation: |  | |
| Company: |  | |
| Reference type: | Current employer  Previous employer  Character reference | |
| Address: |  | |
| Postcode: |  | |
| Email: |  | |
| Telephone: |  | |
| Period they have known you: |  | |
| I consent to this referee being contacted prior to an interview or offer of employment: | | Yes  No | |