



<b>Please complete ALL sections. Sections 1-6 of the application form will be used to shortlist candidates for interview.</b>					
POST APPLIED FOR:		CLOSING DATE:		NAME OF SCHOOL / LOCATION	
<b>1. PERSONAL DETAILS (please complete in block letters)</b>					
Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title)		Last Name:			
First name(s)					
Address for Correspondence:		Postcode:			
Home telephone no:		Mobile telephone no:			
Work telephone no: Extension (if applicable):					
Email address::					
<b>2. PRESENT OR LAST EMPLOYER</b>					
Name and address of employer:		Name and address of establishment where employed (if different):			

Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):			
Hours worked per week:		Other benefits (if applicable):	
Date appointed:			
Reason for leaving:			
Brief description of duties:			

### 3. PREVIOUS EMPLOYMENT

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

#### 4. EDUCATION, TRAINING & QUALIFICATIONS

*(Please continue on separate sheet if necessary). Please start with the most recent.*

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

#### OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)

Organising Body	Course title	Length of course

#### MEMBERSHIP OF PROFESSIONAL BODIES

Name of body	Type of membership	Date obtained

#### 5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

**NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.**

## 6. REFEREES

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. **One of the referees must be your present/or most recent employer** and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Lion Academy Trust reserves the right to approach any previous employer or manager.

<b>Please note:</b> <b>If you are shortlisted and invited to an interview, referees will be contacted and references obtained prior to interview in line with current statutory guidance.</b>			
Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	
Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

## 7. PROTECTION OF CHILDREN

The Lion Academy Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying the following may apply if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020:

‘This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered ‘protected’ and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Lion Academy Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Lion Academy Trust.

During the course of your employment with the Lion Academy Trust, should you be arrested by the police you are obliged to notify the Head Teacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal.

All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

## 8. GENERAL

Where did you first see this vacancy?

Do you hold a current full driving licence?

YES  NO

Do you have regular use of a vehicle?

YES  NO

You are required to declare below any relationship with or to an employee of the Lion Academy Trust.

Please state name and position:

Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.

YES  NO

Within the last 10 years have you continuously resided outside the UK in one or more countries for 3 months or more while aged 18 or over

YES  NO

If yes, please specify which country / countries

This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.

## 9. REASONABLE ADJUSTMENTS FOR A DISABILITY

If you are disabled, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the Head Teacher or Office Manager at the school or Trust to discuss any requirements.

## 10. HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

## 11. DATA PROTECTION

In completing this application form you should refer to the Recruitment Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Workforce Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Lion Academy Trust first seeking your permission, unless there is a statutory reason for doing so.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

## 12. DECLARATION

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Lion Academy Trust

I acknowledge in line with the most recent statutory guidance, Keeping Children Safe in Education (KCSIE), paragraph 220, the school will conduct online searches of all shortlisted candidates prior to the interview as part of the recruitment and safeguarding process.

Completed application forms to be returned to: [recruitment@sybournprimary.net](mailto:recruitment@sybournprimary.net)

Signed

Date