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|  | **Application Form for Associate Staff Appointment** | |
| Post Applied for: |  |
| Based at: |  |
|  | Where did you hear about this vacancy? |  |

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| **Data protection notice** |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:   * You have given us your consent * We must process it to comply with our legal obligations * We need to process it for our legitimate interests   When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.  You’ll find more information on our legitimate interests and how we use your personal data in our Privacy Notice for job applicants. |

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| **Disclosure and Barring and childcare disqualification** |
| The Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  As our Trust has pupils aged 8 and below, we’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trusts privacy statement.  If you’ve lived or worked outside of the UK in the last 5 years the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?** ☐Yes ☐No |

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| **Right to work in the UK** |
| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  **Sign and date**: |

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| **Personal Details** | | | |
| Surname |  | Previous Name |  |
| Forenames |  | Preferred Title |  |
| If you prefer to be called by a name other than the one listed above, please specify: | | | |
| **Contact Details** | | | |
| Full Address and Postcode |  | | |
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| Mobile Phone |  | Home Phone |  |
| Email Address |  | | |

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| **Current Employment History** | | | | | |
| Post Title |  | | Dates Employed |  | |
| Part-time/Full-time |  | Permanent or Temporary |  | Period of Notice |  |
| Employer Details (Name, address) |  | | | | |
| Telephone Number |  | | | | |
| Salary |  | | Allowances |  | |
| Description of key responsibilities: | | | | | |

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| **Previous Employment** (This should include paid and unpaid employment, work experience, placements etc. Please list most recent first. Continue on separate sheet if necessary) | | | | |
| Dates employed | Name & address of employer | Post title and brief description of responsibilities | Salary & allowances, unpaid or voluntary | Reason for leaving |
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| **Gaps in employment** | | | | |
| Please use this space to explain any gaps in your employment. | | | | |

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| **Education and training (secondary school onwards)** | | |
| Dates attended  From / To | Name of establishment | Qualification gained and grade |
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| **Training and professional development** | | | | |
| Please give details of training or professional development courses undertaken in the last 4 years that are relevant to your application. | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
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| **Summary of Experience, Skills, Knowledge and Competencies** |
| Please provide any additional information relevant to this application and provide examples of how you meet the person specification. You may wish to discuss additional skills or relevant special interests. Please use an extra sheet of paper or if you prefer a separate letter. |

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| **Disability / Health Conditions** |
| The Trust is committed to ensuring 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 invited for interview, please state the arrangements you require: |

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| **Relationship to the Trust** | | |
| Please list any personal relationships that exist between you and any of the following members of the Trust community below. A full list of the schools in the Lionheart Educational Trust can be found at:  <https://lionhearttrust.org.uk/our-schools/our-schools/>  If you have a relationship with a governor, trustee or employee for example, this does not necessarily prevent them from acting as a reference for you. | | |
| **Name** | **Relationship** | **Role at the Trust** |
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| **Applicant Declaration** | |
| I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to the Lionheart Educational Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information. | |
| I understand that if I don’t tell you about any relationships within the Trust and this is discovered after appointment, I could be dismissed without notice. | |
| I understand that references, DBS, medical clearance, proof of qualification and evidence of the right to work in the UK are required before any final offer of employment can be made. | |
| **Signature:** | **Date:** |
| If you are applying electronically you must still add your name to the ‘signature’ box as confirmation of commitment and the form being completed. You will be asked to sign a paper copy if invited to the interview. | |

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| **References** (One reference should be your current employer, this should be the Head Teacher/ Principal if working in a school). If you have not been previously employed, please provide details of another suitable referee. | | | |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
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| Organisation Address |  | Organisation  Address |  |
| Contact Number |  | Contact Number |  |
| Email |  | Email |  |
| Relationship to  Applicant |  | Relationship to  Applicant |  |
| Is this your current employer? |  | Is this your current employer? |  |
| Can we contact this referee if you are shortlisted and prior to interview? |  | Can we contact this referee if you are shortlisted and prior to interview? |  |

The Trust reserves the right to seek additional references we deem appropriate.

Thank you for your interest in the Lionheart Educational Trust.