CONFIDENTIAL ROBERT BAKEWELL SCHOOL: APPLICATION FORM

**Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.**

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| **1. POST DETAILS** | |
| Post applied for: Learning Support Assistant | |
| Robert Bakewell Primary School | Barsby Drive, Loughborough LE11 5UJ |

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| **2. PERSONAL DETAILS** | |
| Family Name: | Other Names: |
| Previous Names: | National Insurance Number: |
| Title: | Contact Telephone Number: |
| Address: | |
| Post Code: | |
| Email: | |

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| **3. PRESENT EMPLOYMENT**  (If you are not currently in employment please leave blank) | |
| Job Title: | Telephone Number: |
| Employer’s Name: | May we contact you on this number?  **Yes**  **No** |
| Address: | Basic Pay/grade: |
| Other Pay: |
| Postcode: | Date Started: |
| Period of Notice: |

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| Outline of key duties and responsibilities: |

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| **4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.** | | | | | |
| Organisation | Role | Salary  (If Applicable) | Date Employed | | Reason for leaving |
|  |  |  | From  MM/YYYY | To  MM/YYYY |  |

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| **4b. Please specify all time not accounted for above with dates and reasons** |
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| **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES** |
| Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfill the Person Specification. Please feel free to write this on an additional sheet and enclose it with your application. |

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| **6. RELATIONSHIPS** |
| Are you related to any governor of Robert Bakewell Primary School?  **Yes**  **No**  If yes, please give details |

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| **7. CRIMINAL CONVICTIONS AND CAUTIONS** |
| **To be read in conjunction with the criminal convictions section on the application form guidance notes.**  Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?  **Yes**  **No**  Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.  The Terms and Conditions of Employment found in your job pack will tell you if this post is defined as a ‘Regulated Activity’ under the Safeguarding Vulnerable Groups Act 2006. |

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| **8. EDUCATION** | | | |
| Qualifications gained or pending. Please state subject  (Please be prepared to provide evidence at interview) | Grade | Date Achieved  (MM/YYYY) | School/College/University |
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| **9. MEMBERSHIPS OF RELEVANT ORGANISATIONS** | | |
| Professional Body/Association | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
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| **10. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards)** | | | |
| Organising Body | Brief Details of Course | Duration | |
|  |  | From | To |

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| **12. DISABILITY/ HEALTH CONDITIONS** |
| The school encourages people with disabilities to apply for jobs and uses the ‘Two Ticks’ Disability Symbol. This means that the school is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities. |

**The Equality Act 2010 defines disability as:**

*‘A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.’*

Please see notes of guidance for further clarification of this definition.

**I consider myself to be: Disabled  Non Disabled**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Please specify any support, which you would like to be made available on the day:

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| **13. DATA PROTECTION ACT** |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.  When you sign and return this form you are giving 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. The information may be used by Leicestershire County Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes. |

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| **11. REFERENCES** | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email Address: | Email Address: |
| Telephone Number: | Telephone Number: |
| Title/ Position: | Title/ Position: |
| Relationship to applicant: | Relationship to applicant: |
| One of your references should be your present or most recent employer.  For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage. | |

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| **14. DECLARATION** |
| * I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.   By signing this form I agree to Robert Bakewell School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.   * I also confirm that I have not directly or indirectly approached a Governor of Robert Bakewell School to support me in making this application as this would disqualify me as a candidate. * I understand that if I don’t tell you about any relationships with Governors of Robert Bakewell School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice. * I also understand that satisfactory references, DBS disclosure, medical clearance 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 online you will be required to bring a signed application with you to the interview. |

**This form and its guidance notes can be requested in alternative formats such as large print, audio file and electronic formats. Telephone the school on 01509 231646**

**Email:** [adeleclarke@robertbakewellprimary.com](mailto:adeleclarke@robertbakewellprimary.com)