**Job Application Form**

**The Learning Village Academy Trust**

**Greenways Primary Academy**

**Nursery Avenue**

**Stoke on Trent**

**Staffordshire**

**ST9 9NY**

**Telephone Number:** 01782 235333

**E-mail:** greenways@learningvillage.org.uk

Please complete all sections of this application form. We do not accept CV’s.  
  
  
**Right to Work in the UK**  
If appointed, you will be required to provide evidence of current and valid permission to be in the United Kingdom and do the type of work offered. A list of acceptable documents is available at <https://www.gov.uk/government/publications/right-to-work-checklist>

**Equal Opportunities Data**  
This will be treated in the strictest confidence and will not be seen by recruiting managers. It will only be used for anonymous statistical monitoring. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.  
  
**Criminal Records**  
Shortlisted candidates will be required to complete a self-declaration form prior to interview, detailing any unspent convictions.  
  
If the post that you are applying for is exempt from the Rehabilitation of Offenders Act, this will be stated on the advert and you will be asked to provide details of any other ‘unprotected’ cautions and convictions. For guidance on what cautions and convictions are ‘protected’, please visit <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

Disclosing a conviction and/or caution does not automatically exclude you from appointment. The information disclosed will be checked against information from the Disclosure & Barring Service.

**Section A**

|  |
| --- |
| 1. Vacancy Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy ID |  | Applicant ID (for office use only) |  |
| Directorate / School |  | | |
| Job Title |  | Closing Date |  |

|  |
| --- |
| 2. Personal Details |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Mr  Mrs  Miss  Ms  Dr | Employee Number | |  |
| First Name(s) |  | Surname |  | |
| Address |  | | | |
| Post Code |  | Email Address \* | |  |
| Tel No. Home |  | Tel No. Mobile | |  |
| Date of Birth |  | National Insurance No. | |  |

\*Please note any communication regarding the selection process will be sent to the email address provided. If you are appointed to this role, this email address may also be used to send you further contractual documents and notifications.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3. Source | | | | | | |
| www.stoke.gov.uk | www.gov.uk/jobsearch  www.wmjobs.co.uk | | Newspaper (Please specify:      ) | | |  |
| Professional Journal (Please specify:       ) | | Social Media (Please specify:       ) | |  | Other (Please specify:      ) | |

|  |  |
| --- | --- |
| 4. Equality and Diversity - For monitoring purposes only | |
| Gender | Female  Male  Prefer not to say  Applicants should answer this question according to their current gender presentation, which may be different to that assigned at birth |
| Marital Status | Single  Co-habiting  Married  Civil Partner  Widowed  Civil Widow/er  Divorced  Dissolved  Separated  Common Law  Prefer not to say |
| Sexual  Orientation | Opposite Sex (Heterosexual)  Opposite and Same Sex (Bisexual)  Same Sex (Lesbian / Gay)  Prefer not to say |
| Disability | Do you consider yourself to be disabled under the Equality Act 2010?  Yes  No  Prefer not to say |
| Ethnic Origin | |  |  |  | | --- | --- | --- | | **White**  British  Irish  Gypsy / Irish Traveller  Other White | **Mixed**  White / Asian  White / Black African  White / Black Caribbean  Other/ Mixed | **Asian / Asian British**  Pakistani  Indian  Bangladeshi  Chinese  Other Asian | | **Black / Black British**  African  Caribbean  Other Black  Other Please state:  Prefer not to say |  |  | |
| Religion / Belief | Bahai Faith  Buddhism  Catholic  Christianity  Hinduism  Islam  Jainism  Judaism  Rastafarianism  Sikhism  Zoroastrianism  No Religious Belief  Other Please state:  Prefer not to say |

**Section B**

|  |
| --- |
| Vacancy Details - For Office Use Only |

|  |  |  |  |
| --- | --- | --- | --- |
| Vacancy ID |  | Applicant ID |  |
| Job Title |  | Directorate / School |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. Qualifications and Professional Memberships | | | | |
| Name of Institution  (School / College / University ) | Qualification | Subject | Grade | Date Obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Name of Professional Body/Association  (incl. DfES, Society for Education & Training, Social Work England etc.) | | Current Level of Membership | Membership number | |
|  | |  |  | |
|  | |  |  | |

Previous employers may be

|  |
| --- |
| 6. Current / Last Employment |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer |  | | | |
| Address |  | | | |
| Post Code |  | | Tel No |  |
| Job Title |  | | Salary |  |
| Date: From |  | | Date: To |  |
| Brief Description of your Current / Last Job | | | | |
|  | | | | |
| Reason for leaving / wanting to leave | |  | | |

|  |
| --- |
| 7. Previous Employment - at least five years history must be provided. \* Start with the most recent (continue on a separate sheet if required) |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer |  | | |
| Address |  | | |
| Postcode |  | Tel No. |  |
| Job Title |  | Salary |  |
| Date: From |  | Date: To |  |
| Brief Description of your role | | | |
|  | | | |
| Reason for leaving |  | | |

**On appointment if the post, requires you to work with vulnerable adults or children your employment history will be verified**

|  |
| --- |
| 8. If you have any gaps in your employment history, please explain them here (continue on a separate sheet if required) |
|  |

|  |
| --- |
| 9. Supporting Information (continue on a separate sheet if required) |
| Please demonstrate how you meet the essential criteria marked ‘a’ on the Person Specification. We recommend that you go through each point in turn and include in-depth examples of how you meet each point.  This section is very important because you will only be shortlisted for interview if tell us how you meet the shortlisting criteria on the Person Specification.  Please do not include any personal details, as this information is not shared with the shortlisting panel. |
|  |

|  |
| --- |
| 10. Please provide any dates / times that you would not be able to attend an interview. Every effort will be made to avoid these, but this may not always be possible. |
|  |

|  |
| --- |
| 11. References |
| Please provide the name and contact details of two people that we can contact for a reference. Your first referee must be your current or most recent employer. If this will be your first employment, please provide the details of someone from your school / college / university.  If you are applying for a job working with children or vulnerable adults and you have worked / volunteered with that relevant group, one referee will need to be from that organisation.  Please note: In the interest of safeguarding, if your post requires you to work with children or vulnerable adults, we will contact your referees prior to interview. For all other roles, references will be requested on appointment. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | | |
| Name |  | | |
| Address |  | | |
| Post Code |  | Telephone Number |  |
| Email Address |  | Mobile Number |  |
| In what capacity do your know this referee: | |  | |
| Can we contact this referee prior to interview? | | Yes  No | |
| **Referee 2** | | | |
| Name |  | | |
| Address |  | | |
| Post Code |  | Telephone Number |  |
| Email Address |  | Mobile Number |  |
| In what capacity do your know this referee: | |  | |
| Can we contact this referee prior to interview? | | Yes  No | |

|  |
| --- |
| 12. Declaration |
| To your knowledge do you have a close relationship with anyone elected or employed by The Learning Village Academy Trust?  Yes  No  If yes, please provide their name and your relationship to them?    I declare that the information I have provided is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds to reject my application or terminate my employment |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| By submitting your application form, you are giving us consent to store your information in an electronic/paper format and use this for the purposes of recruitment and selection, any subsequent employment and anonymous statistical monitoring. For further information on how we process your data please visit our website. | | | |

Thank you for taking the time to complete this application form.

If you have not received any further communication within 8 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.