



# Application for Employment

## STRICTLY CONFIDENTIAL

This form is to be used for vacancies in schools which are part of  
The Good Shepherd Trust.  
Please read the guidance notes before completing this application form.

Post Reference

Post Title

Post Advertised in

## Section One

Surname (Block Letters)

\_\_\_\_\_

Full Forenames (Block Letters)

\_\_\_\_\_

Date of Birth

National Insurance Number

Correspondence Address

Home Address (If different)

Daytime Telephone

Alternative Telephone

Email Address

Date available to  
commence work

Have you been known by a different name or changed your name by Deed Poll?

Yes  No

(If yes, please provide details)

\_\_\_\_\_

## **Asylum and Immigration Act 1996**

The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ those who do not have permission to live or work in the United Kingdom. Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited to interview.

**Do you have the right to live and work in the United Kingdom?**  Yes  No

**National Insurance Number (If applicable)**

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## **Relationship**

If, to the best of your knowledge, you are related to any Member or employee of The Good Shepherd Multi Academy Trust please state whether a Member of the Trust, or if an employee, occupation, together with the name, address and relationship to such person.

**Canvassing directly or indirectly will automatically disqualify you from the recruitment process**

## **The Disclosure and Barring Service (DBS)**

DBS helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

### **Declaration**

To the best of my knowledge and belief the information I have given in my application is correct. I declare that I am not barred from working with children, or subject to sanctions imposed by a regulatory body. I also hereby agree to a disclosure being made by the Disclosure and Barring Service.

**Signed**

**Print Name**

**Date**

## Applicants with Disabilities

The Good Shepherd Trust will guarantee to interview all disabled applicants who meet the minimum essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

**Do you consider yourself to be disabled under the Equality Act 2010?**

Yes

No

## Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website, or in the Guidance Notes for this application form.

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. **Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

## References

*(Please refer to the guidance notes before completing this question)*

Name

Name

Job Title

Job Title

Capacity in which known

Capacity in which known

Address

Address

Email address

Email address

Telephone Number

Telephone Number

Can we contact prior to interview?

Yes

No

Can we contact prior to interview?

Yes

No

## Section Two

## **Secondary Education**

## **Further Education – University, College Courses**

***(To be completed for Teaching Applications only)***

Date Gained Qualified Teacher Status	Probation Induction Completed Yes or No	DFES Number

## Membership of Professional Organisations and Institutions

Name of Professional Body or Organisation	Date Attained	Membership Status	Membership Number	By Examination Yes/No

## **Post Education / Work Related Training**

Date	Details of Course/Training/Awarding body

## **Present Employment (Present or most recent employment details)**

Name and address of employer

Job Title

## Salary

Date of appointment

Date of leaving (*If applicable*)

Period of notice required

Date available to commence employment

Reason for leaving (If applicable)

### Main duties and responsibilities

## **Previous Employment**

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In date order, most recent first, with no gaps unaccounted for. Continue on a separate sheet if necessary.

(We may contact all or any employers you have listed below in order to verify the employment details stated.)

Name and address of Employer	Period		Job title and brief description of role and responsibilities	Reason for leaving
	From	To		

## Section Three

### Additional Information

Statement of skills, abilities, competencies and experience the applicant believes are relevant to the job and in relation to the job and person specifications. *(Please refer to any guidance notes before completing this section)*

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## Declaration

To the best of my knowledge I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- a) The provision of false information may result in disqualification from the recruitment process or termination of employment.
- b) The information provided on this application may be stored and processed by the school for a period of 6 months for recruitment purposes and if successful the information will be stored on a personnel file and processed for the purpose of the employment relationship.
- c) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and / or employment terminated. I also note that any offer of employment, following selection and interview, will be subject to satisfactory completion of a probationary period.
- d) Canvassing of Officers or members of the Good Shepherd Trust or any Committee, directly or indirectly for any appointment will disqualify my application.
- e) I have not been disqualified from working with children, cautioned, or sanctioned in this regard and I agree to a disclosure being made by the Disclosure and Barring Service.
- g) All information contained in this form will be treated as strictly confidential and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verifications checks that may be made.
- h) The Good Shepherd Trust must protect the public funds they handle and so may use the information I have provided on this form to prevent and detect fraud. The Trust may also share this information, for the same purposes, with other organisations, which handle public funds. We do not acknowledge receipt of application forms unless accompanied by a stamped addressed envelope.

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Date

Signature

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**Return the completed application form to: Mrs J Laker, Executive Headteacher**  
Lorton Primary School, High Lorton,  
Cockermouth CA13 9UL  
Email: [executivehead@lorton.cumbria.sch.uk](mailto:executivehead@lorton.cumbria.sch.uk)



# Equality & Diversity Monitoring Form

STRICTLY CONFIDENTIAL

**Please read the guidance notes before completing this application form**

**Post Reference**

**Post Title**

**Post Advertised in**

**Please tick boxes as appropriate**

**Gender**

Male

Female

Transgender

Undeclared

**Ethnic Origin (Please tick the box that you feel best describes your ethnic origin)**

*White*

British

Irish

Traveller of Irish Heritage

Gypsy/Roma

Any Other White Background (Please specify)

*Mixed*

White & Black Caribbean

White & Black African

White & Asian

Other Mixed Background (please specify)

*Asian/Asian British*

Indian

Pakistani

Bangladeshi

Any Other Asian Background (Please specify)

*Black/Black British*

Caribbean

African

Any Other Black Background (please specify)

*Chinese or other ethnic group*

Chinese

*Undeclared*

*Other (Please specify)*

**Date of Birth**

Undeclared

**Employment**

Are you currently in paid employment?

Yes

No

Undeclared

**Religion and Belief**

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

No Religion

Other Religion

Undeclared

**Sexual Orientation**

Heterosexual (Orientation towards people of the opposite sex)

Lesbian or Gay (Orientation towards people of the same sex)

Bisexual (Orientation towards people of the same and opposite sex)

Undeclared

**Applicants with Disabilities**

We guarantee to interview all disabled applicants who meet the minimum essential criteria for the post for which they are applying. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

**Do you consider yourself to be disabled under the Equality Act 2010?**

Yes  No

*(If yes, please list below any reasonable adjustments you would request)*

During the interview process:

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