**CONFIDENTIAL**

**Teacher Job Application Form**

**LACEY GREEN PRIMARY ACADEMY**

Please complete all sections of the form using black ink or type.

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| **General Data Protection Regulations Notice 2018**Information from this form will be processed in accordance with the General Data Protection Regulation (2016/679 EU) Data Protection Bill 2018. 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
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| **Title of job applied for** |
| **Music Teacher** | Ref: Music22 |

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| **Personal Details** |
| Mr/Mrs/Miss/Ms/Dr (Please delete) | **First Names**: | **Known as**: |
| **Surname**: | **Previous Surname**: |
| **Address including Postcode**: | **Home Telephone Number** |  |
| **Work Telephone Number** |  |
| **Mobile Telephone Number** |  |
| **Email Address** |  |
|  | **May we contact you at work**?  |

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| **Key Details** |
| **National Insurance Number:** |
| **Teacher Reference Number (TRN):**  |

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| **Disclosure and Barring and childcare disqualification** |
| Lacey Green Primary Academy 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. We will use the DBS check to ensure we comply with the Childcare Disqualification RegulationsAny data processed as part of the DBS check will be processed in accordance with data protection regulations and the academy’s privacy statement.**Do you have a DBS certificate?** **YES/NO *(Please delete)*** **Date of check:** If you’ve lived or worked outside of the UK in the last 5 years, the academy 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 *(Please delete)***  |

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| **Right to work in the UK** |
| The Academy 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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| **Disability and accessibility** |
| The Academy is committed to ensuring that 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’re called for an interview, please state the arrangements you require: |

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| **Relationship to the Academy** |
| Please list any personal relationships that exist between you and any of the following members of Lacey Green Primary Academy community:* Governors/Trustees
* Staff
* Pupils

If you have a relationship with a Governor, Trustee or Employee, this does not necessarily prevent them from acting as a reference for you.  |
| **Name** | **Relationship** | **Role at the Academy**  |
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**Application Form Instructions**

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details (above) will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if they are completed in **full**:

Please return your completed application form to Mr M Beanland, School Business Manager either by post to Lacey Green Primary Academy or by email to admin@laceygreen.cheshire.sch.uk

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| **References**  |
| Please provide **two** referees. One of these must be your present or most recent employer, or, for students, your personal tutor or Headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for **this** job. For internal candidates, references are to be provided by current line managers. Please nominate who that is, under present/most recent employer.**Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.****Present/most recent employer\*:****Organisation:** **Name:****Role in Organisation:****Address:****Postcode:****Phone Number:****Email (This is how they will be contacted):** **In what capacity does the referee know you?** **If the referee knows you by a different name, please state:** **Previous employer/other:****Organisation:** **Name:****Role in Organisation:****Address:****Postcode:****Phone Number:****Email (This is how they will be contacted):** **In what capacity does the referee know you?** **If the referee knows you by a different name, please state:** \* If you have not had previous employment, please provide details of another referee.A reference will normally be taken up from your present/previous employer. Please state below if you do not want us to contact your referees without your prior agreement. We do request that, where possible, references to be taken up prior to interview are in line with Safer Recruitment best practice. |

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**Job Application Form: Main**

**LACEY GREEN PRIMARY ACADEMY**

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| **Title of job applied for** |
| **Music Teacher** | Ref: Music22 |

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| **Name:**  |

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| **Current most recent Employment:**  |
| Title of Current Job:Current Employer:Employer Address:Employer Telephone Number:Permanent or Temporary Contract: | Start Date:Details of Salary including any allowances: Current Salary: Age Range Taught:Number of children on roll:Notice required:  |
| Please give a brief description of your role and responsibilities:  |

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| **Previous Employment Information**  |
| Please provide details of previous employment. List the most **recent employment first.***Please adjust the bottom of each row in the table if you require more space. Add more rows if required.*  |
| **Job Title** | **Name and Address of employer** | **Dates employed** | **Description of responsibilities / age range taught / number on roll etc.** | **Reason for leaving** |
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| **Gaps in Employment** |
| Please use the space below to explain any gaps in your employment:  |

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| **Education and Qualifications:**  |
| Please provide details of your education from secondary school onwards.You’ll be required to produce evidence of qualifications. *Please adjust the bottom of each row in the table if you require more space. Add more rows if required.*  |
| **Dates attended (Month and Year)** | **Name and location of school/college/university** | **Qualifications gained (including grade)**  |
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| **Training and Professional Development**  |
| Please give details of training or professional development courses undertaken in the **last 3 years** that are relevant to your application.*Please adjust the bottom of each row in the table if you require more space. Add more rows if required.*  |
| **Course Dates** | **Length of Course** | **Course Title** | **Qualification Obtained** | **Course Provider** |
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| **Letter of Application**  |
| Please **attach** an accompanying letter explaining why you are applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. **2 sides of A4 maximum.** Please also include your surname and the title of the post you are applying for as the filename for the attachment. |

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| **Additional Information and Teacher Status** |
| **Additional Skills, interests and information that you feel are relevant to this application** |
| **Do you have a valid driving licence? YES/NO (Please delete)****Does your licence have any endorsements or penalty points? YES/NO (Please delete)****If yes, please give details:**  |
| **Do you have Qualified Teacher Status (QTS)?** |  |
| **Please provide your QTS Certificate number (where applicable)** |  |
| **Date of qualification** |  |
| **Have you been referred to the Teaching Regulation Agency (TRA) on misconduct grounds and/or are subject to a prohibition order? If yes please provide further details.** |  |

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| **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 Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf). 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.I confirm that the above information is complete and accurate and I understand that any offer is subject to references which are satisfactory to the school, a satisfactory DBS certificate and Barred List Check, the entries on this form proving to be complete and accurate and a satisfactory medical report, if appropriate. Signed: Date:  |

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**Job Application Form: PART TWO**

**LACEY GREEN PRIMARY ACADEMY**

**PART TWO – THIS WILL BE DETACHED FROM YOUR APPLICATION FORM AND ONLY REFERRED TO FOLLOWING SHORTLISTING**

**DIVERSITY**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

We have this as Equalities monitoring

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| **Title of job applied for** |
| **KS2 Class Teacher and English Lead** | Ref: KS2CTMA21 |

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| **Name:**  |

**The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**

**Gender:** Male [ ]  Female [ ]

**Marital Status:** Married [ ]  Civil Partnership [ ]  Single [ ]

**Date of Birth**:       **Age**:

**Please indicate your ethnic origin**

**White: Mixed: Asian**

White British [ ]  Mixed White/Black Caribbean [ ]  Indian [ ]

White Irish [ ]  Mixed White/Black African [ ]  Pakistani [ ]

Any other White [ ]  Mixed White/Asian [ ]  Bangladeshi [ ]

 Other Mixed [ ]  Other Asian [ ]

**Black or Black British: Other:**

Black Caribbean [ ]  Chinese [ ]

Black African [ ]  Gypsy/Traveller [ ]

Other Black [ ]  Other [ ]

**Nationality** ( Please State)

**How would you define your sexual orientation?**

Bisexual [ ]  Gay [ ]  Heterosexual [ ]  Lesbian [ ]  Prefer not to say [ ]

**What is your religious belief?**

Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]

No religion [ ]  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say [ ]

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| **Disability:** The Disability Discrimination Act of 1995 and subsequent Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.**Do you consider yourself to have a disability? Yes [ ]  No [ ]** If you have ticked Yes, please provide further details:  |