**EMPLOYMENT APPLICATION FORM**

The Governing Body of Lighthouse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please ensure that you complete all sections of Part One and Part Two of the application form are completed in full and submit these together with a letter of application.

Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Checks may be carried out to verify the contents of your application form. It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children.

Please complete the form in **black ink** if posting, or complete and return on-line by using the tab key to move from field to field – Shift+Tab to move back. A check box is selected or de-selected using the letter ‘x’. If returning on-line please print the final page of this document and sign and scan in sending via email to [HR@lighthouseschool.co.uk](mailto:HR@lighthouseschool.co.uk) or send this by post to HR at Lighthouse School (address at the bottom the page).

**PART ONE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vacancy Job Title | |  | | | |
| Initials |  | | Surname or Family Name | |  |
| Address and postcode | | | |  | |
| Telephone number | | | |  | |
| Where did you see the vacancy advertised/how did you come across it? | | | |  | |
| Do you know or are you related to any member of staff at Lighthouse school?  (please state relationship and name of employee) | | | |  | |

**LETTER OF APPLICATION** – **Please also enclose a personal statement no more than 1500 words demonstrating your suitability for the role using the job description and how you meet the person specification (knowledge, experience, skills).**

**PRESENT/LAST APPOINTMENT: IF TEACHING**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name, address and telephone number of school |  | | | | | | | | | |
| Type of School | Boys |  | Girls |  | Mixed |  | Age Range |  | Number on Roll |  |
| Type of School | e.g. Community, Aided, Foundation, Academy, Independent etc | | | | | | | | | |
| Job Title – *Please enclose a copy of your current job description where possible* |  | | | | | | | | | |
| Subjects/Age Groups taught |  | | | | | | | | | |
| Date appointed to current post |  | | | | | | | | | |
| Current salary |  | | | | | | | | | |
| Date available to begin new job |  | | | | | | | | | |

**PRESENT/LAST APPOINTMENT: IF NON-TEACHING**

|  |  |
| --- | --- |
| Name, address and telephone number of employer |  |
| Job Title – *Please enclose a copy of your current job description* |  |
| Date appointed to current post |  |
| Current salary |  |
| Date available to begin new job |  |

**FULL CHRONOLOGICAL HISTORY –** Please provide a full history in chronological order (**most recent first**) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations of periods not in

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title or position | Name and address of school, employer, or description of activity | Number on roll and type of school, if applicable | F/T or P/T | Dates | | | | | Reason for leaving |
|  |  |  |  | From | | To | | |  |
|  |  |  |  | Mth | Yr | Mth | | Yr |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  | |  |

**Please enclose a continuation sheet if necessary**

**SECONDARY EDUCATION & QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | From | To | Qualifications Gained with Dates |
|  |  |  |  |

**HIGHER EDUCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name and addresses of University or college and/or University Education Department | Dates | | Full or  Part-Time | Date of Exam | Qualifications | Subjects passed with details of standard obtained | Age Groups for which Trained |
|  | From | To |  |  |  |  |  |
|  |  | |  |  |  |  |  |

**PROFESSIONAL COURSES ATTENDED AS A TEACHER – Please list relevant courses attend in the past 3 years**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Organising Body | Date(s) | Duration |
|  |  |  |  |

**OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

|  |
| --- |
|  |

**PART TWO**

**This section is retained by the HR Department**. Relevant contents may be verified once short-listing has taken place, but this information will not be used for selection purposes.

**PERSONAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname or family name |  | | | | | |
| All previous surnames |  | | | | | |
| All forenames |  | | | | | |
| Title |  | | | | | |
| Current address |  | | | | | |
| Postcode |  | | | | | |
| Resident at this address since |  | | | | | |
| Home telephone number |  | | | | | |
| Mobile telephone number |  | | | | | |
| Email address |  | | | | | |
| DCSF reference number |  | | | | | |
| National Insurance Number |  | | | | | |
| Are you registered with the General Teaching Council? | Yes |  | | No | |  |
| Did you qualify as a teacher after May 1999? | Yes |  | | No | |  |
|  | *If Yes, in which school was induction completed?* | | | | | |
| Do you require a work permit? | Yes |  | | No | |  |
|  | *If Yes please provide details separately* | | | | | |
| Do you have a current full driving licence? | Yes |  | | No | |  |
| Are you related to or have a close personal relationship with any pupil, employee, or Governor? | Yes |  | | No | |  |
|  | *If Yes please provide details separately under confidential cover* | | | | | |
| NQT’s Only: Have you provided evidence of passing the Skills Tests? | Numeracy | Yes |  | No |  | |
|  | Literacy | Yes |  | No |  | |
|  | ICT | Yes |  | No |  | |
| Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment? | Yes |  | | No | |  |
|  | *If Yes please specify (e.g. Ground floor venue, sign language, interpreter, audiotape etc).* | | | | | |
| If you are short-listed are there any dates when it would be impossible for you to attend? | *If yes please specify below:* | | | | | |
| When are you available for work (notice period): |  | | | | | |

**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). Please also refer to the School’s Employment of Ex-offenders Policy on the recruitment page of the website.

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.

**REFERENCES**

*Please provide details of two people to whom a request for a reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working in a school environment please provide a referee from your most recent employment working with children. Referees will be asked about disciplinary offences, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.*

First Referee

|  |  |
| --- | --- |
| Title and Name |  |
| Address and postcode |  |
| Telephone number |  |
| E-mail address |  |
| Job Title |  |
| Relationship to Applicant |  |
| May we contact prior to interview? |  |

Second Referee

|  |  |
| --- | --- |
| Title and Name |  |
| Address and postcode |  |
| Telephone number |  |
| E-mail address |  |
| Job Title |  |
| Relationship to Applicant |  |
| May we contact prior to interview? |  |

**DATA PROTECTION ACT**

The information collected on this form will be used in compliance with the Data Protection Act 2018. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education and Skills, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. Please refer to our Recruitment Privacy Notice of the recruitment page of our website at: <https://www.lighthouseschool.co.uk/perch/resources/admin/recruitment-privacy-notice-v3-1.pdf>

**NOTES**

1. When completed, this form should be returned in accordance with the instructions in the advertisement for the job or in the applicant’s information pack.
2. Canvassing, directly or indirectly an employee or Governor will disqualify the application.
3. Once an offer of employment is made the appointee will be required to complete a medical questionnaire and may be required to undergo a medical examination.

**DECLARATION**

I sign below to certify that, to the best of my knowledge and belief, all particulars included in both parts of my application form are correct**. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.** I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with the paragraph headed Data Protection Act above, and in particular that checks will be carried out to verify the contents of my application form.

|  |  |  |
| --- | --- | --- |
| Signed by: |  | Dated: |
| Print Name: |  | Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |