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| **Application Form** CONFIDENTIAL |
| **Please complete ALL sections. *Sections 1-6 of the application form will be used to shortlist candidates for interview.*** |
| POST APPLIED FOR: |       |
| Are you interested in job sharing/working part-time? | YES [ ]   | NO [ ]  |
| This form should be used to apply for a job and contains important information, which will be used to assess your application for the role as well as confirming your employment and personal details. Therefore you should ensure it is completed accurately and that you have clearly demonstrated how you meet the requirements for the role.Please contact us directly should you require the form in an alternative format.Please **do not** attach your CV as only this form will be considered. **Please read all instructions carefully before completing this form in full and ensure that it is received prior to the specified closing date and time.** As an employer, we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age. |
| **1. PERSONAL DETAILS**  |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other/No title) |       | Last Name:  |       |
| First name(s) |       |
| Address: Postcode: |            |
| Telephone number: (include extension if applicable)  | Day:      | Evening:      | Mobile:      |
| Email address: |       |
| National Insurance number:  |       |
| DfE Teacher Reference number:(for teaching roles only) |       |

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| **2. PRESENT OR LAST EMPLOYER** |
| **Name of employer:** |       |
| Address:Post code: |            |
| Name and address of establishment where employed (if different):Post code: |            |
| Telephone number: |       |
| Job title: |       |
| Hours worked per week: |       |
| Present annual salary or weekly income (gross): |       | Other benefits/allowances (if applicable): |       |
| Start date: |       | Notice required or leaving date if already left |       |
| Key responsibilities: |       |
| Reason for leaving: |       |
| **3. PREVIOUS EMPLOYMENT** |
| Start with the most recent first. Include work/voluntary experience and also indicate any periods of unemployment/not in employment and continue on a separate sheet if necessary to provide a complete account, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history.  |
| **Name of employer (1):** |       |
| Address:Post code: |            |
| Telephone number: |       |
| Job title: |       |
| Start date: |       | End date: |       |
| Basic annual salary: |       | Other allowances: |       |
| Full or part-time (if part-time, give hours) |       |
| Reason for leaving: |       |
| **Name of employer (2):** |       |
| Address:Post code: |            |
| Telephone number: |       |
| Job title: |       |
| Start date: |       | End date: |       |
| Basic annual salary: |       | Other allowances: |       |
| Full or part-time (if part-time, give hours) |       |
| Reason for leaving: |       |
| **Name of employer (3):** |       |
| Address:Post code: |            |
| Telephone number: |       |
| Job title: |       |
| Start date: |       | End date: |       |
| Basic annual salary: |       | Other allowances: |       |
| Full or part-time (if part-time, give hours) |       |
| Reason for leaving: |       |
| **Name of employer (4):** |       |
| Address:Post code: |            |
| Telephone number: |       |
| Job title: |       |
| Start date: |       | End date: |       |
| Basic annual salary: |       | Other allowances: |       |
| Full or part-time (if part-time, give hours) |       |
| Reason for leaving: |       |
| **4. EDUCATION** |
| *Please provide details of your education history, starting with the most recent /current experience. (Please continue on separate sheet if necessary).*  |
| Name of establishment (Secondary School /College/University) | Dates | Qualifications gained (state level) | Grade/class of degree | Date awarded |
|  | From | To |  |  |  |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|       |       |       |       |       |       |
|       |       |       |       |       |       |
| **QUALIFICATIONS & TRAINING** |
| Please provide details of your qualifications or training, which are relevant to the job. (Please continue on separate sheet if necessary). You will be asked to provide original proof of relevant qualifications if you are invited to interview. |
| Organising Body | Course title | Qualifications gained | Dates |
|  |  |  | From | To |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED** (Please continue on separate sheet if necessary) |
| Organising Body | Course title | Length of course |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Name of body | Type of membership | Date obtained |
|       |       |       |
|       |       |       |
|       |       |       |
| **5. INFORMATION IN SUPPORT OF YOUR APPLICATION** |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification.For Support Staff posts: In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the job description/person specification of the post you are applying for, including any experience, skills and abilities that you have gained, both in work and outside paid work, such as voluntary/community work. For Teaching posts: In this section you must ensure you demonstrate fully how you meet the criteria as set out in the Teachers’ Standards document or Subject Leaders’ Standards document, (whichever is applicable to the post you are applying for), including any experience, skills and abilities that you have gained, both in work and outside paid work, such as voluntary/community work. Please continue on a separate sheet if necessary. Provide any additional information or comments you wish to bring to the attention of the selection panel.NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview. |
|            |
| **6. REFEREES** |
| In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. References should be completed by a senior person with appropriate authority. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and the second either an employment or educational reference or from a school if you have worked in a school previously. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.For teaching posts, where you are not currently employed as a teacher, we will contact your last teaching employer, even if you have not provide the employer as a referee.The Trust reserves the right to approach any previous employer or manager.Please sign the form found at Appendix 1 to consent to us contacting your previous employer/s for a reference. Please note: If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance. |
| **Name (Referee 1):** |       |
| Title  | Mr/Mrs/Miss/Ms/other |
| Job title: |       | Relationship to you: |       |
| Organisation (if appropriate): |       |
| Address:Postcode: |            |
| Telephone No: |       | How long known? |       |
| Email address:  |       |
| **Name (Referee 2):** |       |
| Title  | Mr/Mrs/Miss/Ms/other |
| Job title: |       | Relationship to you: |       |
| Organisation (if appropriate): |       |
| Address:Postcode: |            |
| Telephone No: |       | How long known? |       |
| Email address: |       |
| **7. PROTECTION OF CHILDREN** |
| The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>If shortlisted for an interview you will be required to disclose to us information about any:* adult cautions (simple or conditional);
* unspent conditional cautions;
* unspent convictions in a Court of Law; and
* spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment.If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. |
| **8. HEALTH/MEDICAL DETAILS** |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. |
| **9. DATA PROTECTION**  |
| In completing this application form you should refer to the [Recruitment Privacy Notice](http://www.lawrencesheriffschool.net/vacancies/vacancies-downloads). The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Privacy Notice which is available on our network and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice. |
| **10. DECLARATION** |
| I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that if I made any false statements or omitted any information, I am liable to have my application rejected and should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.I understand that any offer of employment is subject to the relevant pre-employment checks.I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust. |
| Name:       | Date:       |
| Signed:       | A signature is not required if this form is emailed from your given email address. |

Please ensure you complete the Additional Questions, Equality Details form and Appendix 1 and submit together with this Job Application from. The Additional Questions and Equality Details will be removed from the application form and will NOT be submitted to the shortlisting panel.

**Additional Questions**

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| **GENERAL** |
| Where did you first hear/read about this post? |       |
| You are required to declare below any relationship with or to an employee of the Trust.Please state name and position:       |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | YES [ ]   | NO [ ]  |
|       |
| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. |
| **REASONABLE ADJUSTMENTS FOR A DISABILITY** |
| We positively encourage applications from disabled people who have the necessary skills and experience for the job. If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact Personnel to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form. |
|       |
| **DECLARATION** |
| I declare that, to the best of my knowledge and belief, the information given in this form is true and correct. |
| Name:       | Date:       |
| Signed:       | A signature is not required if this form is emailed from your given email address. |

**Equality Details Form**

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| **EQUALITY DETAILS** |
| This form provides equality details for those applying for jobs. This information is used to review compliance with equality and diversity targets and planning future workforce requirement and is not disclosed to the shortlisting panel. |
| Candidate Name: |       | Title of Post: |       |
| **Sexual Orientation Details:** (Please provide of your sexual orientation) |
| Bisexual [ ]  | Gay/Lesbian [ ]  | Heterosexual/Straight [ ]  | Prefer not to say [ ]  |
| **Religion and Belief Details:** (Please provide religion or belief which is most suitable) |
| Buddhist [ ]  | Christian [ ]  | Hindu [ ]  | Jewish [ ]  |
| Muslim [ ]  | Sikh [ ]  | No religion [ ]  | Prefer not to say [ ]  |
| Other (specify here): |       |
| **Ethnic Origin Details:** (Please provide the ethnic origin which is most suitable) |
| Arab [ ]  | Bangladeshi [ ]  | Chinese [ ]  | Indian [ ]  |
| Pakistani [ ]  | White & Asian [ ]  | White & Black African [ ]  | White & Black Caribbean [ ]  |
| Other Black or Black [ ]  British - (specify below) | White British [ ]  | White Gypsy or Irish Traveller [ ]  | White Irish [ ]  |
| White Other - (specify below) [ ]  | Other Mixed Ethnic Group - (specify below) [ ]  | Any Other Ethnic Group - (specify below) [ ]  | Prefer not to say [ ]  |
| Other (specify here): |       |
| **Disability Details:**  |
| The Disability Discrimination Act (1995) defines a disabled person as someone with a 'physical or mental impairment’, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.**Under this definition do you consider yourself to have a disability?** |
| YES [ ]   | NO [ ]  |
| If YES, to help identify and better understand the needs of our disabled applicants please indicate the type(s) of impairment which applies to you. |
| Hearing Impairment [ ]  | Learning Difficulties [ ]  | Learning Disability [ ]  | Mobility Impairment [ ]  |
| Long Standing Illness or Heart Condition [ ]  | Mental Health Condition [ ]  | Mental Illness [ ]  | Neurological Condition [ ]  |
| Physical Coordination Difficulties [ ]  | Physical Impairment [ ]  | Reduced Physical Capacity [ ]  | Sensory Impairment [ ]  |
| Speech Impairment [ ]  | Visual Impairment (not corrected by glasses) [ ]  | Other - (specify below) [ ]  | Prefer not to say [ ]  |
| Other (specify here): |       |
| If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make you manager aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your colleagues or members of the public while you at work. |
| **Additional Information:** (Provide any other relevant information as well as using this space to expand on information provide above) |
|       |
| **DECLARATION** |
| I certify that I have the authority to make this request and have provided information that is accurate to the best of my knowledge and belief. I recognise that failure to declare any relevant information or the provision of false or misleading information may result in appropriate action being taken. |
| Name:       | Date:       |
| Signed:       | A signature is not required if this form is emailed from your given email address. |



**Reference Consent Form**

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| **CONSENT** |
| I confirm that I am happy for Lawrence Sheriff School Academy Trust to contact my previous employer(s) to obtain written references.I understand that I can withdraw my consent at any time by contacting Personnel on recruitment@lawrencesheriffschool.com.  |
| Name:  |       |
| Signature:  |       |
| Job Title: |       |
| Date: |       |

Appendix 1