

## JOB APPLICATION FORM

POST TITLE:

CLOSING DATE:

### 1. Personal details

Mr/Miss/Ms/Mrs		Are you applying for a job share? Yes / No	
Surname/Last Name:		First Names:	
Address:		Telephone Number (Home):	
		Telephone Number (Business):	
		Telephone Number (Mobile):	
		Email:	
Post Code:	N.I. No:	For Teaching posts DfE Teacher No: Qualified Teacher Status (QTS) held Y/N	
Where did you see or hear of this job?			

### 2. Educational / Technical / Professional Qualifications

Please name any institute or professional body in full, rather than using initials. If you are shortlisted you will be required to present certificates which correspond to the desirable/essential qualifications related to the post

Where attained	Subjects / Qualifications	Year	Grade

### 3. Details of relevant training courses

Course subject and provider	Length of course	Year

### 4. Employment history

Please give details of all jobs held including part time and unpaid work, starting with your present / last employer.

Employer (Name & Full Address)	Jobs held and main duties	From	To	Salary/ Grade	Reason for leaving

## 5. Relevant Knowledge, Experience & Skills

When completing this section, please quote examples of knowledge, skills, work and experiences that relate to the job description and the person specification. Explain why you believe that you are a good applicant for the post and to work at the academy. Please do not attach a CV as it will not be considered.

## 6. Final Section

<p>Do you hold a current driving licence? Yes / No</p> <p>Is it a Full / Provisional / LGV / PCV licence?</p>	
<p>If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview?</p> <p>For example, please let us know if you need wheelchair access, a sign language interpreter, etc.</p>	
<p>All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Trustee or employee of The St Lawrence Academy.</p> <p>Are you related to an existing Trustee or employee of the Academy as described above? Yes / No</p> <p>If yes, please provide the following details:</p> <p>Surname/Last Name: First Names:</p> <p>Address: Relationship:</p>	
<p>Please provide details of two people to whom 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 with children please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends</p>	
<p>Name:</p> <p>Address:</p> <p>Contact Tel. No.</p> <p>Email address:</p> <p>Occupation:</p> <p>Relationship:</p> <p>It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.</p>	<p>Name:</p> <p>Address:</p> <p>Contact Tel. No</p> <p>Email address:</p> <p>Occupation:</p> <p>Relationship:</p> <p>It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.</p>

Please indicate additional people who can provide references to cover your previous 5 years employment, (paid or otherwise). The academy reserves the right to approach any previous employer or manager.

Name	Name:
Address:	Address:
Contact Tel. No.	Contact Tel. No.
Email address:	Email address:
Occupation:	Occupation:
Relationship:	Relationship

Have you worked or lived abroad for at least 3 months in the previous 5 years?\* Yes / No

*\*If "yes" **YOU** will be required to undertake an overseas criminal check in addition to a DBS check*

Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? Yes / No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment? Yes / No

***Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.***

I declare that the information I have given is accurate and true and I am not on the 'Children's barred list', disqualified from working with children, or subject to any sanctions imposed by a regulatory body (e.g. the DfE), and have no convictions, cautions or bind overs, or have attached details of my record in accordance with the declaration of criminal offences on the following page.

***Signed:***

***Date:***

***Please return your completed application form to:***

Mrs L Johnson, Office and Finance Manager, The St Lawrence Academy, Doncaster Road, Scunthorpe, DN15 7DF. **by email to:** [ljohnson@tsla.co.uk](mailto:ljohnson@tsla.co.uk)

***If you have not heard from us within two weeks of the closing date you may conclude that you have not been shortlisted.***

## Personal Details

### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with The St Lawrence Academy. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the Academy, the information will be used in the administration of your employment with us and to provide you with information about the Academy or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the Academy that you agree to the processing of sensitive personal data, (as described above), in accordance with the Academy's registration with the Data Protection Commissioner.

### Declaration of Criminal Offences

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made of the Disclosure Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Please detail the following, if applicable and attach on a separate attachment marked confidential, or attach in a separate sealed envelope;

Details of offence(s)

Place and date of Judgement(s)

Sentence(s)

Any other relevant information/explanation(s)

## Equal Opportunities Monitoring

To help us check that we are employing people fairly, please mark the appropriate sections below.

Female	Male	Date of Birth
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Do you consider your ethnic origin to be:

White	Mixed	Black
British	White and Black Caribbean	Black British
Irish	White and Black African	Caribbean
Any other white background	White and Asian	African
	Any other mixed background	Any other black background

  

Asian	Any other ethnic group
Asian British	Chinese / Vietnamese
Indian	Cypriot Greek
Pakistani	Cypriot Turkish
Bangladeshi	Cypriot Other
Any other Asian Background	Any other ethnic group

Do you consider yourself to have a disability:

Yes / No

If yes, please state nature of disability:

**The Equality Act defines disability as**

**“A physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on your ability to carry out normal daily activities”**