***An Equal Opportunities Employer***

**Application Form for Employment**

**Lakelands Academy**

**All successful applicants will be subject to a Criminal Records Check**

Curriculum Vitae are not acceptable. This Application Form has been designed to exclude information that might lead to discrimination. Please read the Guidance Notes below before completing this form:

**Guidance Notes**

We do not accept CVs (curriculum vitae).

Please type or complete this application form in black or blue ink.

Please complete the Recruitment Monitoring Form on the back page of this form (this information will not be used for selection purposes).

We will decide whether to invite you for interview on the basis of the information given by you on this Application Form and on your supporting statement /letter of application.

If you need this form in a different format please contact the academy.

**Data Protection Act**

When you sign and return this form you are giving us permission to process and hold on computer the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.

This information will also be held on your personal file, if you are appointed.

The data may be used by Lakelands Educational Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

|  |
| --- |
| **Vacancy Details** |
| Post for which you are applying:  Please return to:  **Lakelands Academy**  **Oswestry Road**  **Ellesmere**  **Shropshire**  **SY12 0EA**  Closing Date: |

1. Personal Details

|  |  |  |
| --- | --- | --- |
| Title | Last Name | First Name |
|  |  |  |

|  |  |
| --- | --- |
| Address | Contact Details |
|  | Home:  Work:  Mobile:  Email: |

|  |  |
| --- | --- |
| NI Number | DfES No: |
|  |  |

1. Present Employment *(If you are currently unemployed please leave blank)*

|  |  |  |
| --- | --- | --- |
| Job Title | Employer’s Name, Address & Telephone Number | Date Started |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Pay Level (UPR or Leadership Spine Point | Other Pay | Period of Notice |
|  |  |  |

|  |
| --- |
| Outline of Duties and Responsibilities |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES | NO | Scale Point |
| Are you registered with the General Teaching Council/GSCC? |  |  |
| Are you on Main Pay Scale? What is your scale point? |  |  |  |
| Are you on an Upper Pay Scale? What is your scale point |  |  |  |

1. Previous Employment - *Please list* ***all*** *of your previous jobs including any with your present employer. Include* ***all*** *local government and related service. Start with the most recent. References may be sought from your previous employers*.

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | Employer’s Name & Address  Brief outline of duties and reason for leaving | Start Date | Leaving Date |
|  |  |  |  |

1. Education Qualifications - *Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Institute details (e.g. College etc.) | Qualifications | Grade Obtained |
|  |  |  |  |

1. Training - *Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Course Title | Organiser | Length |
|  |  |  |  |

1. Membership of professional bodies - *Please state whether by election, exemption or examination*

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Professional Body | Number | Grade/Level |
|  |  |  |  |

1. Driving (please complete this section if the Person Specification for the post includes these requirements)

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Do you have a valid driving licence? |  |  |
| Do you have access to a vehicle which you are able to use for work purposes? |  |  |
| Type of driving licence held: | | |

1. Reference *(If you are applying for a headship post, please refer to the details in the headship pack in relation to references)*

You are requested to give referee details from **two** employers, the first of which must be your current employer where you are presently working. The second referee must be your previous employer immediately prior to your current employer.

|  |  |
| --- | --- |
| Reference One | Reference Two |
| Name:  Address:  Telephone No:  Email:  Occupation:  Working relationship with Candidate:  May we contact this referee without asking you? | Name:  Address:  Telephone No:  Email:  Occupation:  Working relationship with Candidate:  May we contact this referee without asking you? |

***We will not confirm an offer of appointment until we have received two satisfactory references from your present employer or most recent employer (or school/academy if you are an school/academy leaver)***

**COMPLETION OF THIS SECTION IS MANDATORY**

1. Breaks in Employment History since leaving School

Any gaps in employment history since leaving school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, prison custody etc.

|  |  |
| --- | --- |
|  | |
| From: | To: |
| Reason: | |
|  | |
| From: | To: |
| Reason: | |
|  | |
| From: | To: |
| Reason: | |
|  | |
| From: | To: |
| Reason: | |

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)*

1. Disciplinary Matters

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| Have you been subject to any disciplinary investigation or action, including suspension from duty, during your periods of employment with any employer? Include any investigations or actions taken by your professional body. Both Spent or Unspent matters need to be disclosed. |  |  |
| If yes, please provide details below of action taken. Include any pending incident/action. | | |
|  | | |

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)*

1. Further Details

|  |
| --- |
| Please give any information which you think will help us to consider your application, including details of your present or most recent job, or other relevant experience, any specialised knowledge you have, including your leisure interests. You should try to relate your information to the job description and person specification for the post you are applying for. |
|  |

|  |
| --- |
| Further details continued |
|  |

If necessary, please continue on a separate sheet, placing your name in the TOP RIGHT corner and numbering the additional sheets. (*please use initials rather than first names)*

1. Criminal Convictions/Cautions/Disqualified Persons/Investigations

*“Lakelands Educational Trust regards as paramount the welfare and safety of vulnerable adults and children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of carers or volunteers and standards of external contractors.”*

*This position is exempt under the Rehabilitation of Offenders Act 1974.*

*It is within this context, and the following guidelines, that decisions will be made in relation to applicants who have any form of criminal convictions or who are included in either the Protection of Children Act List, or the Protection of Vulnerable Adults List.”*

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | YES | NO |
| 1 | Have you ever pleaded guilty, been convicted or cautioned by a police officer, for any criminal offence? If **YES**, please provide the details in section 14 |  |  |
| 2 | Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation)?  If **YES**, please provide the details in section 14 |  |  |
| 3 | Has your name been added to, either:  The DoH Consultancy List; now known as the Protection of Children Act List;  The DfES List 99;  The Protection of Vulnerable Adults List  If **YES**, please give details below: |  |  |
| 4 | Have you ever been subject to any legal proceeding involving any social services authority or its equivalent, here or aboard, that has result in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?  If **YES**, please give details below: |  |  |
| 5 | Have you or any person with whom you reside ever been refused registration or cancelled from an official register of: If **YES**, please provide the details in section 14  Child-minders;  Day Care Provider;  Private Fostering;  Registered Care Home or Children’s Home? |  |  |

(Applications are reminded that knowingly withholding this information, or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval). Further applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept, or do any work with children when prevented either:

by reason of disqualification order under the Criminal Justice and Court Services Act 2000

by reason of inclusion in one of the Lists held by the Department of Health under the Protection of Children Act 1989 or the DfES under the Education Reform Act 1988.

I hereby give consent to Lakelands Educational Trust completing such checks as are necessary with records held by the authority and/or other agencies in order to verify the information provided above.

**I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads the Lakelands Educational Trust to conclude that I may pose a risk to children and/or vulnerable adults, it will keep this information for an appropriate period. I understand that the Lakelands Educational Trust will not reveal this information to any other organization or individual outside of the Lakelands Educational Trust, unless it is asked a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.**

Name: Position Applied For:

Signed: Date:

|  |
| --- |
| If you answered YES to any of the questions at section 13, please give further details below |
| This post is exempt under the Rehabilitation of Offenders Act and a Criminal Records Bureau Disclosure will be required from the successful applicant. Convictions or other disclosures will not necessarily be a bar to obtaining a position with this Authority.  **FOR COMPLETION BY THE APPOINTING OFFICER**  **I confirm that I have discussed the above disclosures with the applicant**  Signed:  *Position Held:*  *Date:* |

1. Languages - *Please detail below if you have any language ability other than English*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Please state Language | YES | NO |
| Able to effectively converse and read in |  |  |  |
| Able to converse, read and write in |  |  |  |
| Totally fluent in |  |  |  |

1. Relationship to Lakelands Educational Trust Employees

Please give the details of any employee of the Lakelands Educational Trust to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. **Canvassing of any member of staff will disqualify a candidate for appointment.**

**Name**: **Relationship**:

Data Protection Act

The information or data which you have supplied on this form will be processed and held on computer, and will also be processed and held on your personal records if you are appointed.

The data may be processed by Lakelands Educational Trust for the purposes of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

**Your Signature**

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

**Signature of Applicant:** **Date**:

*(please use initials rather than first names)*

**NB If application is made on-line, you will be asked to sign this form if invited to interview.**

**Equal Opportunities and Recruitment**

**Equal Opportunities Policy**

We believe that equal opportunity is about treating people fairly, openly and honestly and recognising that people all have different needs, cultures, experiences and expectations.

It is the policy of Lakelands Educational Trust to ensure that no person, whether a job applicant, employee, student, parent/carer or third party receives any less favourable treatment because of his or her gender, marital status, family status, lifestyle, age, ethnicity, religion, sexual orientation, disability, political affiliation, trade union membership or any other condition or requirement which cannot be shown to be justifiable.

We take positive steps to promote Equality & Diversity in employment.

**Equality Act 2010**

The Equality Act 2010 places a general duty on the Lakelands Educational Trust to promote equality. This means that in everything we do, we need to:

eliminate unlawful discrimination, harassment and victimization;

advance equality of opportunity; and

foster good relations between different people.

The Lakelands Education Trust is committed to setting out clearly in its Equality Plan how it intends to comply with the Act.

We will use the necessary resources (in terms of people, time and money) to ensure that our statutory duties are complied with and that the Plan can be put in place. We will ensure that we use effective monitoring and review arrangements.

**Disability Discrimination Act 1995**

Under this Act, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way:

A disabled person is anyone who has or has had a **physical or mental impairment** which has a **substantial** and **long term effect** on their ability to carry out **normal day-to-day activities.**

You should be aware that we may ask you to give details of your disability should you be invited to interview. Any supporting information, for example a letter from a Disability Employment Adviser, would be helpful. The information you provide will be shared with the appointing officer responsible for shortlisting applicants and organising the selection process. You should be aware that you may be asked to give details and any supporting information.

**Please complete the Recruitment Monitoring Form over the page**

|  |
| --- |
|  |

**Recruitment Monitoring Form** Monitoring Form Number

This sheet will be detached from your application form and will not be seen by anyone involved in the selection process. We will use this information for monitoring our recruitment processes and, if you are appointed, for our personnel/payroll records. Please complete in block capitals or by ticking the relevant box.

|  |  |  |
| --- | --- | --- |
| Surname | First Names | Preferred Title |
|  |  |  |

|  |  |
| --- | --- |
| Known as | Previous Other Name(s) |
|  |  |

|  |  |  |
| --- | --- | --- |
| Date of Birth | Age | Place of Birth |
|  |  |  |

|  |
| --- |
| Post applied for |
|  |

|  |  |  |
| --- | --- | --- |
| **Gender**  🗆 Male  🗆 Female  **Job share**  Would you like your application to be considered on a job share basis?  🗆 Yes  🗆 No  **Religion**  In terms of my religion, I would  describe myself as:  🗆 Christian  🗆 Jewish  🗆 Buddhist  🗆 Muslim  🗆 Hindu  🗆 Sikh  🗆 Of other religion *(please specify)*  *......................................................*  🗆 Having no religion  **Sexual Orientation**  What is your sexual orientation?  🗆 Heterosexual  🗆 Lesbian  🗆 Gay  🗆 Bisexual  🗆 I would prefer not to say | **Ethnic Origin**  **I would describe my ethnic origin as:**  **White**  🗆 English 🗆 Scottish  🗆 Welsh  🗆 Welsh 🗆 Other White English  🗆 Irish  🗆 Traveller of Irish Heritage  🗆 Gypsy/Roma  🗆 Other White  **Black or Black British**  🗆 Caribbean  🗆 African  🗆 Any other black background  **Asian or British Asian**  🗆 Indian  🗆 Pakistani  🗆 Bangladeshi  🗆 Any other Asian Background  **Mixed**  🗆 White & Black Caribbean  🗆 White & Black African  🗆 White & Asian  🗆 Any other mixed background  **Chinese or other ethnic group**  🗆 Chinese  🗆 White & Asian 🗆 Other  🗆 Any other mixed background | **Disability**  For definition, please refer to statement overleaf.  In line with this statement, do you consider yourself to have a disability?  🗆 YES  🗆 NO  If you are selected for interview are there any special arrangements we would need to make for you?  🗆 YES  🗆 NO  If YES, and you are successful in obtaining an interview, we will contact you after the shortlist has been drawn up to discuss arrangements.  **Advert**  Where did you see this vacancy advertised?  Please specify  🗆 Local Newspaper  🗆 National Newspaper  🗆 Professional Journal  🗆 Job Centre  🗆 Internet    🗆 Other |