

# Application Form for both Teaching and Support staff

Post Applied For:		 Leicestershire Traded Services
-------------------	--	---

## Personal Details

Surname:		Previous Name(s):	
Forename(s):		Title:	
Address:			
Home No:		Mobile No:	
Which number are you happy to be contacted on?		Home No: YES / NO	Mobile No: YES / NO
Email Address:			
Teacher number (if applicable)		NI Number:	

## Present Employment

(or most recent)

Post Title:		Date Appointed:	
Employers Name:			
Employers Address:			
Type of School:		Age Range:	
Subjects(s) Taught:		No. On Roll:	
Salary on Leaving:		Allowances:	
Date Left (if applicable):		Reason for Leaving:	

## References

(One reference MUST be from your current or most recent employer)

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Contact Number		Contact Number:	
Email Address		Email Address:	
Relationship to Applicant:		Relationship to Applicant:	

Character references will not be accepted, referees **MUST** only be those who can comment authoritatively on your work. **REFERENCES WILL BE SOURCED PRIOR TO INTERVIEW.**

**Previous Employment – Teaching & Non-Teaching Posts - starting with the most recent**  
 (Please add more lines if required)

Dates:		Employer's Name & Address:	Post:	Salary (inc allowances):	Reason for leaving:
From:	To:				

**Education**

Dates:		Establishment Name & Address:	Qualifications:	Grade:
From:	To:			

## Membership of Professional Organisations

Dates of Membership:		Professional Body / Organisation:	Membership Level: Grade: Duration:
From	To		

## Relevant Professional Development

(in the last 5 years)

Dates:		Organising Body:	Subject:	Grade:	Duration:
From	To				

## Break in Previous Employment History

(if applicable)

Dates:		Reason for break:
From	To	

## Summary of Experience, Skills, Knowledge & Competencies

Please outline your suitability for the role by referring to the person specification and providing evidence of impact and outcomes. (maximum of 2 pages):

## Summary of Experience, Skills, Knowledge & Competencies (continued)

Continue on this page.

## **Additional Information – Maximum of 500 Words (if required)**

Please detail any further information you feel is relevant to your application that has not already been covered on this application:

## **Interview Arrangements**

Please indicate below any dates you would not be available for interview:

## **Disability / Health Conditions**

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.'

Do you consider yourself to be disabled? Yes/No

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable an interview, or which you wish us to take into account when considering your application?

## **Data Protection Act**

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, if your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

## **Applicant Declaration**

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualifications or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced. By signing this form, I agree to the School/College/Academy using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I do not tell you about any relationships with employees or governors at the School/College/Academy and this is discovered after appointment, I could be dismissed.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and 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.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

I understand that if I am shortlisted for the position and do not tell you about any relevant unspent criminal convictions including adult cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

**I can produce the original documents of my qualifications at the interview.**

**I understand that any canvassing, directly or indirectly, will be a disqualification.**

**I understand I MUST provide documents proving eligibility to work in the UK, prior to confirmation of appointment.**

**I am prepared to undergo a medical examination, prior to confirmation of appointment.**

Signature:

Date:

**OFFICE ONLY – MUST BE REMOVED PRIOR TO SHORTLISTING****Equal Opportunities Monitoring Section**

This School / College / Academy want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The School / College / Academy needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential and be stored securely.

**1) How would you describe your ethnicity?**

a) White

 British Irish Any other White background\*

\* please state below:

b) Mixed

 White & Black Caribbean White & Black African White & Asian Any other mixed background\*

\* please state below:

c) Asian &amp; British Asian

 Indian Pakistani Bangladeshi Any other Asian background\*

\* please state below:

d) Black or Black British

 Caribbean African Any other Black background\*

\* please state below:

e) Chinese or other Ethnic Group

 Chinese Any other Ethnic Group\*

\* please state below:

f) Gypsy / Traveller

 Irish Traveller Romany Gypsy Any other Asian background\*

\* please state below:

 Prefer not to state**2) My sex is:** Male Female Prefer not to state**3) My date of birth is:**  Prefer not to state**4) The Equality Act 2010 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”**

I consider myself to be:

 Disabled Non-Disabled Prefer not to state**5) My religion is:** Buddhist Christian (all denominations) Hindu Jewish Muslim Sikh None Prefer not to state Other \*

\* please state below:

**6) My sexual orientation is:** Bi-sexual Gay Lesbian Heterosexual Transgender Prefer not to state Other \*

\* please state below:

**7) My nationality is:** Short listed Interviewed Appointed