## JOB APPLICATION FORM

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| **POST TITLE:** |
| **HOURS:** |
| **CLOSING DATE:** |

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| **1. Personal Details** |

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| Title: | |  | |
| First Names: | | Surname/Last Name: | |
| 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? | | | |

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| **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.

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| Where attained | Subjects / Qualifications | Year | Grade |
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| **3. Details of Relevant Training Courses** |

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| Course subject and provider | Length of course | Year |
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| **4. Employment History** |

Please give details of all jobs held including part time and unpaid work, starting with your present / most recent employer. Please set out any details from earlier jobs on a separate sheet.

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| Employer (Name  & Full Address) | Job held and  main duties | From | To | Salary/  Grade | Reason for leaving |
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| **4.1 Previous Employment (Continued)** |

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| **5. Relevant Knowledge, Experience & Skills** |

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| 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 school. Please do not attach a CV as it will not be considered. |

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| **5.1 Relevant Knowledge, Experience & Skills (Continued)** |

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| **6. Further Information and References** |

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| Do you hold a current driving licence?  Is it a Full / Provisional / LGV / PCV licence? | |
| If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview?  For example, please let us know if you need wheelchair access, a sign language interpreter, etc. | |
| Please let us know the best days of the week and times you would be available for interview. | |
| 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 Director or employee of Learning4Life-Gy.  Are you related to an existing Director or employee of the school as described above?  If yes, please provide the following details:  Surname/Last Name: First Names:  Address: Relationship: | |
| Please provide details of two people to whom reference may be made. The first referee should be your present or most recent manager 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. | |
| Name:  Address:  Contact Tel. No.  Email:  Occupation:  Relationship:  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. | Name:  Address:  Contact Tel.  Email address:  Occupation:  Relationship:  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. |
| Please indicate additional people who could provide references to cover your previous 5 years employment, (paid or otherwise). Learning4Life-Gy reserves the right to approach any previous employer or manager. | |
| Name:  Address:  Contact Tel. No.  Email address:  Occupation:    Relationship: | Name:  Address:  Contact Tel. No.  Email address:  Occupation:  Relationship |

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| Have you worked or lived abroad for at least 3 months in the previous 5 years?\*  *\*If “yes”* ***YOU*** *will be required to undertake an overseas criminal check in addition to a DBS check* |

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment with Learning4Life-Gy? |
| If Yes, please provide details: |
| If you are successful in your application, would you require a work permit prior to taking up employment? |

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| **7. Declaration** |

#### 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 Learning4Life-Gy. 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 school, the information will be used in the administration of your employment with us. 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.

**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.

**Criminal Convictions**

All applicants are required to detail any previous convictions even if they are 'spent'. If you have any criminal convictions, then please give details below.

Please could you answer 'Yes' or 'No'.

If the answer is 'Yes' please could you provide us with details in the box below.

**Safeguarding**

If the role that you have applied for involves frequent or regular contact with Children, you will be required to provide a valid DBS certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of your role.

All information that you provide is treated as confidential and managed in accordance with the General Data Protection Regulations (GDPR, 2019).

Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? If Yes, please provide further information:

Have you ever been subject to any disciplinary investigation and/or sanction by any organisation due to concerns about your behavior towards children? If yes, please provide further information:

Do you have any convictions, cautions, reprimands or final warning that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013)

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| ***DBS Update Service***   |  | | --- | |  |   ***If you currently subscribe to the DBS Update Service please tick this box***  *I understand that any offer of employment will be subject to a number of checks, including*   1. *Documented evidence being produced to substantiate the details given on this application form* 2. *Satisfactory Disclosure from the Disclosure and Barring Service (although convictions may not automatically prevent you receiving and offer of employment)* 3. *Satisfactory references* 4. *Medical clearance*   *Under the Data Protection Act 1998 we need your written consent to hold and process information in relation to your application and any subsequent employment for various administrative, academic and health and safety reasons, and by signing below you give that consent. Without your consent, we regret that we will be unable to continue to process your application.*  ***Confirmation of declaration***  ***Please tick to confirm:***   |  |  | | --- | --- | |  | *I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn, or disciplinary action taken if information is not disclosed by me and subsequently come to the organization’s attention.* | |  | *In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.* | |  | *I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour and the safeguarding of children or vulnerable people.* | |  | *I understand that the information contained on this form, the result of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.* | |  | *The information on this form is correct and complete to the best of my knowledge and belief.* |   ***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 by email to:***  ***recruitment@learning4life-gy.co.uk*** |
| ***Where possible, Learning4Life-Gy will contact all applicants following the closing date to confirm if they have been successful in achieving interview. However, where there has been a high volume of applications, this may not always be possible. If you have not heard from us within two weeks of the closing date you may conclude that you have not been shortlisted.*** |