

## 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

**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:   |
|----------------------|----|-----------------------------------|---------------------|
| From                 | To |                                   | Grade:<br>Duration: |
|                      |    |                                   |                     |
|                      |    |                                   |                     |
|                      |    |                                   |                     |

## 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?

## Criminal Convictions & Cautions

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 available at [www.gov.uk](http://www.gov.uk).

YES / No If Yes, please provide the details in a sealed envelope and attach to your form including date, court and nature of offence.

In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a ‘regulated activity’ we will require the successful candidate to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity.

**Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked ‘private and confidential’ with this application.**

Signature:

Date:

## 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. 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 don't tell you about any relationships with employees or governors at the School/College/Academy, or I neglect to tell you about any unspent criminal convictions including 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, prior to any appointment.**

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

**I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment.**

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

Signature:

Date:

## Equal Opportunities Monitoring Section (to be removed prior to shortlisting)

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 & 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 of 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