



## SUPPORT STAFF APPLICATION FORM

The Directors and staff at the LFLET schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment

**All offers of appointment will be conditional on the receipt of a satisfactory Enhanced Disclosure and Barring Service check, Employment Reference checks and Health Assessment check.**

Please complete electronically or in **Black Ink** in BLOCK CAPITALS.

**Please complete all sections of the application form. Please note that providing false information will result in the application being rejected or withdrawal of any offer of appointment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. CVs are not accepted.**

Position applied for:	
School position is for:	

### 1. Personal Details

Title:		First Name(s):		Surname:	
Previous Surname(s) – (if applicable):					
Address:					
Post Code:		Tel No:		Mobile No:	
Email Address:					
National Insurance Number:					

### 2. Current or most recent employment

Name of current employer:			
Name and address of establishment:			
Telephone number:			
Position held:			
Start Date (dd/mm/yyyy):		Date appointed to position (dd/mm/yyyy):	
Contract basis (Full time/Part time):			
Date free to take up appointment:			

Current scale, point (for education employment):	
Current Salary (for non-education employment):	
Main duties of post:	

### 3. Education and Qualifications

Please give details of your education and any qualifications obtained in chronological order with the most recent first. This should include any qualifications which you are studying for. You will be required to produce original documents, a certified copy, or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Institute/University/College/Secondary School	Qualifications and Grades Achieved	Date Awarded (dd/mm/yyyy)

#### 4. Previous Employment

Full Time or Part Time employment from the age of 18 years. Start with your most recent employment. (add rows if you need to or continue in section 6 Supporting Statement) List all paid employment and voluntary work.

Job Title or Position	Name and address of employer	Brief Description of Role	Dates (dd/mm/yyyy)	
			From	To

#### 5. Employment Gaps

Please provide explanations for any gaps or periods not in employment, training or education since leaving secondary school (add rows if you need to or continue in section 6 Supporting Statement).

Nature of gap	Continued Professional Development Details (if applicable)	Dates (dd/mm/yyyy)	
		From	To

**6. Supporting Statement**

A large, empty rectangular box with a black border, intended for the applicant to provide a supporting statement.

## 7. Right to work in the UK

Are you eligible to work in the UK?	
Do you need a work permit to work in the UK?	
If yes, please give the date your current work permit expires?	

## 8. Training, Memberships and Additional Achievements

Please include courses attended in the last 3 years, including short courses & seminars which you feel are relevant for the job you are applying for. There is no need to mention any courses listed in section 3.

Title of Training Programme/Course	Awarding Body	Dates (dd/mm/yyyy)	
		From	To

## 9. References

Please give details of **two referees (not relatives, friends or people with whom you live)**. If you have been in employment, **one referee must be your present or most recent employer. If the employment was within a school, the reference must be written by the Headteacher.** We reserve the right to ask you for further referees or to contact previous employers if necessary. Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates. This does not guarantee an interview. Please note that two satisfactory references will be required.

Referee No1 (Current or most recent Employment)		Referee No 2	
Name:		Name:	
Position:		Position:	
Relationship to Applicant:		Relationship to Applicant:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
E-Mail:		E-Mail:	

Do you give us permission to contact your present employer?

YES / NO

**All sections on this page must be completed and signed.**

The Rehabilitation of Offenders Act (Exemption) Order 1975

The provision under the above legislation relating to non-disclosure of spent convictions does not apply to any employment as a teacher in a school or any other employment which is carried out wholly or partially within the precincts of a school, being employment of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school in the course of his or her normal duties.

You must, therefore, give information concerning **any previous convictions or cautions**, whether or not they are "spent" within the meaning of the Act.

Failure to disclose **any conviction or caution** could lead to an application being rejected or may later lead to the dismissal or disciplinary of a successful applicant and possible referral to the Police.

Please note that only motoring fixed penalties are not convictions under the Law and, therefore, do not need to be declared.

Previous Convictions or Cautions			
Offence	Date	Outcome	
Signed:		Date:	

**11. Canvassing**

Canvassing members of the selection panel, Directors or the Governors of the School, both directly or indirectly, is forbidden and will disqualify applicants.

A candidate for any appointment at the school shall, when making an application, disclose whether he or she is related to:

- a) a student at any School within the Learning for Life Education Trust;
- b) a person employed by the Learning for Life Education Trust;
- c) a Governor of any school within the Learning for Life Education Trust;
- d) a Director or Member of the Learning for Life Education Trust.

A candidate who fails to disclose any such relationship shall be disqualified from the appointment and if appointed, shall be liable to dismissal without notice.

Are you related to any student, Director, Governor or employee of the Learning for Life Education Trust? (Enter X in the relevant box)	Yes	No
What is the relationship?		

**12. Application Validation**

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the Learning for Life Education Trust shall be entitled to withdraw any offer of appointment or terminate my contract of employment. If the form is submitted electronically, you will be asked to sign your application if you are selected for interview when you attend. Refusal to sign the application will result in your application being rejected.

Signed:		Name:		Date:	
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## **Completing the Application Form**

Decisions about who will be selected for interview will be based on the information you give in the application form. Therefore, all sections of the application form should be completed.

Please send your completed application form to Mrs Tracy Oakley:

Email: [tracy.oakley@iflt.org.uk](mailto:tracy.oakley@iflt.org.uk)

By Hand: to the Reception Office of the school to which you are applying

By post: LFLT Office, c/o Irthlingborough Junior School, College St, Irthlingborough, Northants NN9 5TX

