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| **APPLICATION FOR EMPLOYMENT: SUPPORT STAFF** | | | INTERNAL USE ONLY  Reference No  Date Received |
| **POST:** |  | |
| **How did you hear about this vacancy?** | |  |  |

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| **How did you hear about this vacancy?** |  |  |

*Please ensure that you complete all sections of the application form and return to the Headteacher. Please use black ink or typescript using block letters. Separate sheets of information may be attached where necessary. CV only accepted with a completed application form.*

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| **PERSONAL DETAILS** |
| Title: | | | Surname: | | |
| Previous  Surnames: | | | All Forenames: | | |
| Address:  Post Code: | | | Home Telephone Number: | |  |
| Mobile Number: | |  |
| Business Number: | |  |
| Email address: | |  |
| National Insurance Number: | |  |
| Can you confirm that you are eligible to work in the UK? | | | | | Yes  No |
| If YES, is this eligibility temporary? | | | | | Yes  No |
| **PRESENT EMPLOYMENT** | |
| Job Title: | | | | Telephone Number: |  |
| Employer’s Name: | | | | May we contact you on this number? | Yes  No |
| Address:  Post Code: | | | | Date employment commenced: |  |
| Period of Notice: |  |
| Basic Pay/Grade: |  |
| Other Pay: |  |

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| *Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, part-time and voluntary work, as well as full-time employment. Give start and end dates, explanation for periods not in employment or education/training and reasons for leaving employment.* | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYER** | | |
| **Job Title or Position** | **Name and address of employer or description of activity** | | | | | | | | | | **Dates** | | **Reason for Leaving** |
| **From** | **To** |
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| **CAREER BREAKS** | |
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| **QUALIFICATIONS** | |  | | | | | | | | | | | |
| **Secondary Education & Qualifications** | | | | | | | | | | | | | |
| **Name of School/College** | | | | **From** | | **To** | | **Qualifications gained with date** | | | | | |
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| **Further or Higher Education**  *(Any recognised qualifications or courses attended which are relevant to the job application)* | | | | | | | | | | | | | |
| **Name and address of College or University or Awarding Body** | | | | | **From** | | **To** | | **Full or Part-time** | **Qualifications gained with date** | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | |  | | | |
| **Name of Professional Body** | | **Membership Grade** | | | **Was membership gained through examination?** | **Where** | **Date** |
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| **OUTSIDE INTERESTS/ACTIVITIES** | | |  | | | | |
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| **CRIMINAL OFFENCES** |  | | | | | | |
| *Please give details of any criminal offence(s) or pending criminal charge(s*) | | | | | | | |
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*Lutterworth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and medical clearance.*

*The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of* ***all*** *convictions, including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions, reprimands, warnings, investigations or prosecutions pending. Failure to disclose any information required of you may results in disciplinary actions or dismissal from the Academy. You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.*

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| **SUPPLEMENTARY** |
| Please note that a successful candidate will complete a health history form and may be asked to attend for a medical examination.  The Governing Body and the Academy are seeking to promote the employment of people with disabilities and will  make any adjustments considered reasonable to the duties of the post applied for under the terms of the Disability  Discrimination Act 1995 to accommodate a candidate with a disability.    The Disability Discrimination Act 1995 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 activities”. |

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| **REFEREES** |  | |
| **References will normally be taken up from your present/last Headteacher and/or present employer** | | |
| Name: | | Name: |
| Address: | | Address: |
| Tel No and Email: | | Tel No and Email: |
| Status: | | Status: |

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| **Summary of experience, skills, knowledge and competencies** |  |
| *Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use additional paper if necessary.* | |
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**Are you, to your knowledge, related to any employee or governor at the Academy?** Yes  No

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| **NAME: POSITION:**  **RELATIONSHIP:** |

***Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or, if appointed, will render you liable to dismissal without notice.***

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| **DECLARATION** |

I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have also understood and complied with the provision concerning the disclosure of criminal convictions.

**SIGNATURE OF APPLICANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **EQUAL OPPORTUNITIES MONITORING FORM** |

Lutterworth High School Academy Trust is an Equal Opportunity employer. The Governors operate a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help us monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below. This information is confidential and does not form part of your application.

Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full-time Part-time

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you consider yourself to have a disability? Yes No Are you: Male? Female?

What is your nationality?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To which of the following do you consider you belong? Choose ONE section then tick the box to indicate your cultural background.

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| **WHITE**  **British**   * English ❑ * Scottish ❑ * Welsh ❑ * Other White British ❑   **Irish** ❑  Traveller of Irish heritage ❑  ***Any other white background***   * Albanian ❑ * Bosnian-Herzegovinian ❑ * Croatian ❑ * Greek/Greek Cypriot ❑ * Italian ❑ * Kosovan ❑ * Portugese ❑ * Serbian ❑ * Turkish/Turkish Cypriot ❑ * White European ❑ * White Eastern European ❑ * White Western European ❑ * White Other ❑   **Gypsy/Roma** ❑ | **MIXED/DUAL BACKGROUND**   * White and Caribbean ❑ * White and Black African ❑ * White and Pakistani ❑ * White and Indian ❑ * White and any other Asian   background ❑  ***Any other mixed background***   * Asian and any other ethnic group ❑ * Asian and Black ❑ * Asian and Chinese ❑ * Black and any other ethnic group ❑ * Black and Chinese ❑ * Chinese and any other ethnic group ❑ * White and any other ethnic group ❑ * White and Chinese ❑ * Other mixed background ❑ | **BLACK OR BLACK BRITISH**  Black Caribbean Background❑  **African**   * Angolan ❑ * Congolese ❑ * Nigerian ❑ * Sierra Leonian ❑ * Somali ❑ * Sudanese ❑ * Other Black African ❑   ***Any other black background***   * Black European ❑ * Black North American ❑   Other Black ❑ |
| **ANY OTHER ETHNIC GROUP**   * Afghan ❑ * Arab other ❑ * Egyptian ❑ * Filipino ❑ * Iranian ❑ * Iraqi ❑ * Japanese ❑ * Korean ❑ * Kurdish ❑ * Latin/South/Central American ❑ * Lebanese ❑ * Libyan ❑ * Malay ❑ * Moroccan ❑ * Polynesian ❑ * Thai ❑ * Vietnamese ❑ * Yemeni ❑ * Any other ethnic group ❑ |
| **ASIAN OR ASIAN BRITISH**  **Indian** ❑  **Pakistani** ❑   * Mirpuri Pakistani ❑ * Kashmiri Pakistani ❑ * Other Pakistani ❑   **Bangladeshi** ❑  ***Any other Asian background***   * African Asian ❑ * Kashmiri other ❑ * Nepali ❑ * Sinhalese ❑ * Sri Lankan Tamil ❑ * Other Asian ❑ |
| **CHINESE**   * Hong Kong ❑ * Malaysian Chinese ❑ * Singaporean Chinese ❑ * Taiwanese ❑ * Other Chinese ❑ |

*This information may be computerised and used for administrative purposes. All personal information computerised by the Academy has to be registered and may only be used and disclosed as described in the Data Protection Register which is available for public inspection at main librarie*