

Private and confidential

JOB APPLICATION FORM



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Vacancy details

Job title	(enter job title here)	Ref	(enter ref here)	Date received
Closing date	(enter date here)	Grade	(enter grade here)	

Personal details

Preferred title: (title)	Preferred pronouns: (Pronouns)
Surname: (surname)	
First name(s): (first names)	
Home address: (home address)	Postcode:
Home telephone number: (home phone no.)	
Daytime telephone number: (daytime phone no.)	
Mobile number: (mobile no.)	
Email: (email address)	

Present/most recent employment

Name and address of present/most recent employer	(employer's name and address)		
Job title	(job title)		
From (MM/YY)	(start date)	To (MM/YY) if applicable	(end date/present)
Salary/wage (£)	(salary)	Other financial benefits	(benefits)
Period of notice	(notice)		
Reason for leaving	(reason for leaving)		

Brief description of duties	(duties)
-----------------------------	----------

Previous employment (most recent first and including any temporary, unpaid or voluntary work experience). **The reason for leaving must be stated in every case.**

From (DD/MM/YY)	To (DD/M/YY)	Employer's name and address	Job title	Reason for leaving
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)
(start date)	(end date)	(employer's name and address)	(job title)	(reason for leaving)

Education – Proof of qualifications may be required at interview.

From (MM/YY)	To (MM/YY)	Secondary school/ College/University attended (inc. part-time)	Qualifications gained or pending (please state subject and level)	Grade
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)
(start date)	(end date)	(school/college/university)	(qualification, subject and level)	(grade)

Membership of professional bodies – Proof of membership may be required.

Body	Grade of membership	Date
(professional body)	(grade of membership)	(date)

Attendance of professional development relevant to this job

Organising body	Course title	Duration	Date
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)
(organising body)	(course title)	(duration)	(date)

Information in support of your application

Please attach additional sheets to explain how you meet each of the requirements. You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities etc.

Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

Referees

Please give the names of two referees. One of your referees must be your present/last employer. If you have not been previously employed then Headteacher/Lecturers, Employment Advisors etc are acceptable.

Please note that it is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference.

Friends and relatives are not acceptable as referees.

Name:
Position:
Email address:
Tel. No.:

Name:
Position:
Email address:
Tel. No.:

Protection of children: disclosure of criminal background

L.E.A.D. Academy Trust are committed to the protection of all those who use its services and of its employees. Where it is necessary to protect children and vulnerable adults we will apply to the Disclosure and Barring Service (DBS) for a disclosure, which will give details of a person's criminal record and information held by the Department of Health and the Department for Education and Skills. We will use the DBS to assess an applicant's suitability for employment in certain occupations and will comply with the DBS Code of Practice whilst undertaking to treat all applicants fairly.

Rehabilitation of Offenders Act (1974)

This post is not covered by the Rehabilitation of Offenders Act

You must declare all convictions even those which for any other purpose would be classed as spent (including cautions and reprimands).

Do you have any convictions to declare? Yes No

If yes, please give details of offence(s), dates and sentences

(offence(s), dates and sentences)

General details

Where did you find out about this vacancy?	(where)
Please give details of any dates during the next four weeks when you would not be available for interview.	(dates unavailable for interview)
Please tell us about any requirements you would like us to consider to ensure we offer you a fair selection process (eg. wheelchair access, sign language interpreter, additional reading time etc.)	(requirements)

Confidentiality and disclosure

You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy. Information relating to sex, gender, race, religion and disability will be used for monitoring purposes only. If you are successful, it will also be used for managing the employment relationship.

Disability and accessibility

We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require:

Data protection

The information that you provide on this form and within your CV (if submitted) will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our [applicant privacy notice](#)

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 2 years.

By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above.

Signature: *: (sign here or tick email box below) Date: (date)

* If submitting this form by email please mark this box in lieu of a signature as an indication of your acceptance of the above conditions

THIS FORM SHOULD BE RETURNED VIA EMAIL TO:

Mrs Sally Hade - sallyh28@bishopalexanderacademy.co.uk

To help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.

IF YOU HAVE HEARD NOTHING WITHIN 2 WEEKS OF THE CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.