

Application form

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

Please call **01720 424850** if you have any questions on how to complete this form or if you require it in a different format.

Please return the completed application to: johnmitchell@fiveislands.org

About the role	
Role applied for:	
School/Location:	

About you			
Title:		Surname:	
Any other Surnames:			
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		<i>(This information is available from the Department for Work and Pensions)</i>	

Qualifications achieved from secondary, higher and further education			
GCSEs, O Levels, A Levels			
School/college attended (with dates) and location	Level and number of qualifications (e.g. 10 O Levels)	Grade awarded	Year achieved

Higher education below degree level:			
School/college attended (with dates) and location	Qualifications achieved with subjects	Grade awarded	Year achieved

Education at degree level and beyond:

Type of qualification (BA, BSc, Bed, Hons, MA PHD etc)	University/college & subject title of qualification	Class or Grade	Year achieved

Teaching qualification (if not detailed above/where applicable):

Name of qualification, age range, subjects qualified to teach	Name of training provider	Grade	Year achieved

Specific qualifications related to teaching and education:

Name of qualification (NPQH, SEN, PG Dip)	Provider	Grade	Date achieved (dd/mm/yy)

Teacher Training (for teaching posts only)

Do you have Qualified Teacher Status?	
Date achieved	
DFES GTC/ Teacher reference number	
Statutory induction period (if qualified after 7 th May 1999):	
Started:	Completed:
Are you subject to any conditions or prohibitions placed on you by the GTC (or other) in the UK?	
If yes, please enclose details with dates in a sealed envelope and attach to this form	

Non award bearing professional development undertaken in last five years

Name of provider	Title of course/training (e.g. first aid at work, child protection, risk assessments, etc)	Qualification/level of training

Your current or most recent employment

Note: If you are applying for your first job, please provide any voluntary work/work experience in the 'Previous employment or experience' section.

Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
<p>If this is/was a teaching post, please provide:</p> <p>Type of school (delete as appropriate): nursery, infant, junior, primary, middle, special, PRU, secondary, other (please state):</p> <p>Status of school (delete as appropriate): community, foundation, trust, formal federation, independent, academy, VC, VA, other (please state):</p> <p>Gender taught (delete as appropriate): boys, girls or mixed</p> <p>Number on roll:</p> <p>Key stage(s) or year group(s) (if primary) taught:</p>			
Salary & salary point:		Additional allowances (TLR, SEN, R&R):	
Main duties and responsibilities (include any additional roles undertaken organising school trips, events, leading activities, etc):			

Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g., unemployment; career breaks; voluntary work; travel etc).

Dates (dd/mm/yy)		Name of school/employer and address or Reason for gap in employment	Job title, duties, and responsibilities. Please include: type/status of school; number on roll; key stage(s) or year group taught; and gender taught	Reason for leaving
From	To			

Safeguarding children, young people & vulnerable adults

We are committed to safeguarding children, young people and vulnerable adults.

From your training and/or experience, please give examples (in the box below) that demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment.

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match (in the box below). Use examples where possible and provide the situation or task, your action(s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

Interview requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know:

Online Activity Monitoring – Safeguarding Due Diligence

Please note that we carry out an **online search** as part of our safeguarding due diligence on the shortlisted candidates. This information may be used to assess your suitability for the advertised role.

References

Please provide two references. Do not use friends or relatives. As part of our safer recruit practice, we will ask for references **prior** to interview.

If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is 'time expired') and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact us the school you are applying to.

Reference 1: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university).

Reference 2: If you have worked with children, young people or vulnerable adults in the past, but are not currently, this **must** be the most recent employer by whom you were employed to work with these vulnerable groups. Otherwise, a reference of your choice.

Full name:		Full name:	
Job title:		Job title:	
Employer:		Employer:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Relationship to you:		Relationship to you:	
Did this role involve working with children, young people and/or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did this role involve working with children, young people and/or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Independent Safeguarding Authority (ISA) registration

Are you currently ISA registered?

If yes, please provide your ISA 20 digit personal registration number (by providing this you are giving us consent registration status with the ISA):

Declaration of criminal convictions

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be invited to interview, and you will be required to complete a self-declaration form detailing any criminal convictions including any which may be 'spent'.

Please only include details of old and minor cautions, convictions, reprimands and warnings in accordance with the DBS filtering rules relating to such offences. Details of the filtering rules can be found in the attached Applicants Guidance Notes or from www.gov.uk/dbs

Disclosure of interest

Have you ever received a redundancy payment or pension from a local authority?	Yes/No
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If yes, please provide details, including month and year:

Are there any restrictions to you living and working in the UK which might affect your right to work for us (eg needing a work permit/visa)?	Yes/No
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If yes, please provide details:

The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.

If needed, do you have access to transport?	Yes/No
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If needed, do you have a full current UK driving licence?	Yes/No
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The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?	Yes/No
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If no, please provide details of your other role(s) and the days and hours you work:

Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with an employee of Leading Edge Academies Partnership your application may be disqualified and, if appointed, you may be dismissed without notice.

Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee of Leading Edge Academies Partnership, or Trustee/School Governor?	Yes/No
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If yes, please provide details:

Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?	Yes/No
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If yes, please provide details:

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?	Yes/No
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If yes, please provide details:

How we protect your personal information

We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 6 months; anonymised data will be kept for monitoring purposes.

Your declaration

I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signature (applicant):		Date:	
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Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.

If you have completed this form on behalf of the applicant, please add your details:

Name (printed):		Contact number:	
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Thank you for taking the time to complete this application form.

Equal Opportunities Monitoring Form

We are committed to having a workforce that promotes equality and celebrates diversity. To help us monitor and achieve this, we gather and use information about job applicants and our workforce to continually improve our employment policies and remove barriers to and within employment. The information you give is confidentially managed and does not affect your job application.

It will help us if you provide as much information as possible, but if you do not wish to answer any questions please leave them blank.

Role applied for:

Where did you see this role advertised:

What age group are you (years)?												
Up to 20		20-25		26-30		31-35		36-40		41-45		46-50
51-55		56-60		61-65		Over 65						

What is your title?							
Mr		Mrs		Miss		Ms	
Other (please specify):							

How do you describe your gender?			
Male		Female	

What is your marital status?								
Single		Married		Divorced		Widowed		Civil Partnership

How do you describe your religion or belief (if any)?							
Buddhism		Christianity		Hinduism		Islam	
Judaism		Sikhism		Non belief		Withheld	
Other (please specify):							

Do you consider yourself to have a disability?			
Yes		No	

If your answer is 'yes', it would help us to know any barriers you have faced when dealing with us. Please also use this space to make suggestions on how we can improve.

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How do you describe your ethnic origin?

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background.

White

British		Cornish		Irish		
Gypsy		Roma		Travellers of Irish Heritage		
White Other (please specify):						

Mixed

White & Asian		White & Black African		White & Black Caribbean		
Mixed Cornish						
Mixed other (please specify):						

Black or Black British

African		Caribbean		Cornish		
Black Other (please specify):						

Asian

Bangladeshi		Chinese		Indian		Pakistani
Cornish						
Asian Other (please specify):						

Other Ethnic Group

Please specify:		
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