

**APPLICATION FORM****Position applied for:**

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Personal Information (please use block capitals)**1. Personal Details**

Title:	Forename(s):	Surname:
Address:		Former Name (including maiden name):
Postcode:		Preferred Name:
How long have you lived at this address: If less than 5 years, please provide all previous address in that time.		
Previous Address:		Previous Address:
Length of time at Address:		Length of time at Address:

Date of Birth	
DfEE Number (optional)	
Country of Qualification (optional)	
Date of Qualification (optional)	
NI Number	

Contact Details

Home telephone	
Email	
Mobile telephone:	
Work telephone:	

**2. General**Do you have Qualified Teacher Status? **(optional):** YES ☐ NO ☐Do you have a current Full UK Driving License? YES ☐ NO ☐

Please provide full details for membership to any professional bodies:

3. Education, Academic and Vocational Qualifications

Please provide details of all academic and vocational qualifications:

School/College/University	From	Date Obtained	Subject Qualifications, Awarding Bodies, Grades & Honours
Secondary (Post 16)			
Higher Education			
Further Postgraduate Qualifications (including PGCE)			
Other Qualifications			

**4. Professional Development****Long Courses (attended during the last 3 years)**

Name of Course (award)	Provider	FT/PT or Seconded	From	To

Short Courses (attended during the last 3 years)

Name of Course (award)	Provider	FT/PT or Seconded	From	To

Outside Interests:



Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please provide explanations for any periods when not in employment, further education or training.

Employer/Training Establishment (including dates)	Position Held (including subjects taught and at which level)	Reason(s) for leaving



Please set out, in detail, below a statement in support of your application, which addresses the criteria in the person specification for this post:

6. Please confirm if you know any existing employee, volunteer or Trustee at Lewes Old Grammar School and, if so, please provide full details of how you know them:

7. Referees

Please provide at least two professional referees. One referee should be your current, or most recent, employer:

Referee 1		Referee 2	
Name		Name	
Address		Address	
Tel No.		Tel No.	
Email		Email	



8.Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data.

9.Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the HR Manager as appropriate. If you would like to discuss this beforehand, please telephone in confidence to the Head or the HR Manager for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

☐

I enclose a confidential statement

☐

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____

Date: _____

Please return your completed application form to: HR@logs.uk.com



EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for monitoring purposes. This form will be kept separately from your application.

Lewes Old Grammar School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence.

Please complete the form as you feel is most appropriate for you.

Position applied for: _____

White: ☐ British ☐ Any other White Background

Mixed: ☐ White and Black Caribbean ☐ White and Black African
☐ White and Asian ☐ Any other Mixed Background*

Black/Black British: ☐ Caribbean ☐ African
☐ Any other Black Background*

Asian/Asian British: ☐ Indian ☐ Pakistani
☐ Bangladeshi ☐ Any other Asian Background*

Chinese/other Ethnicity: ☐ Chinese ☐ Other Ethnic Group*

***please specify:** _____



Gender:	Date of Birth:
Do you consider yourself to have a disability:	
☐ Yes ☐ No	
If yes, please state the nature of the disability:	
The Equality Act defines disability as, "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities"	

If you wish, you may disclose information about yourself in this section:

Religion	
Sexual Orientation	

How did you become aware of this vacancy?		
Media:	Date:	Reference: