



# LEAGRAVE PRIMARY SCHOOL

*'STRIVING FOR EXCELLENCE, LEARNING FOR LIFE'*



## APPLICATION FOR A NON-TEACHING POST

Application forms must be completed in full and returned by the closing date. CVs will not be accepted.  
Incomplete or late application forms may be rejected.

In accordance with the Immigration, Asylum and Nationality Act 2006, the school will require you to provide evidence of your right to work in the UK. By signing this application, you agree to provide such evidence when requested.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.

Please return your application form to [admin@leagraveprimary.co.uk](mailto:admin@leagraveprimary.co.uk)

Or post to: Business Manager, Leagrave Primary School, Strangers way, Luton, Bedfordshire, LU4 9ND

### APPLICATION FOR THE POST OF:

#### PERSONAL DETAILS

Title (Mr/Mrs/Ms/Miss etc)	First name(s)	Family name(s)										
State any previous names(s) by which you have been known e.g. maiden name, changed by deed poll												
Name	Date from / to (month & year)											
Current home address	National insurance number											
	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
	Date of Birth											
If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period, with dates. ADDRESS	Dates from / to ( month & year)											
Email address												
Mobile number												
Telephone number (including code)												

**The information provided in this form must provide a complete chronology from the age of 16 – please ensure there are no gaps in the history of your education, employment and other experience.**

Please fully explain any periods of non-employment during your career. If there are any periods of time that have not been accounted for in your application e.g. periods spent raising a family or of extended travel, please give details here. Failure to provide a full account may lead to your application being rejected. We reserve the right to seek verification. Please add further lines if required.

Date of unemployment from: \_\_\_\_\_ to: \_\_\_\_\_  
Reason:

Date of unemployment from: \_\_\_\_\_ to: \_\_\_\_\_  
Reason:

**CURRENT EMPLOYMENT** We reserve the right to seek verification.

If you are not currently employed, please give details of your most recent employment

Employer's name & address	Post title & main duties	Date of employment from/to dd/mm/yyyy	Salary	Notice required and Reason for leaving

**PREVIOUS EMPLOYMENT** We reserve the right to seek verification.

Please put the most recent first - *please use additional sheets if needed.*

Employer's name and address and type of business	Post title and main duties	Date of employment from / to (dd/mm/yyyy)	Salary	Reason for leaving

Please provide your full education and qualifications history as indicated below. You will be asked to provide proof of qualifications relevant to the post. Please use an additional sheet if needed.

Name and address of school/college	Date from/to (dd/mm/yy yy)	Full/Part time	Qualifications obtained	Date Qualification Obtained	Awarding Body	Subjects passed and standard gained

**TRAINING COURSES**

Please give details of all in-service training and relevant experience in chronological order since leaving secondary education, including voluntary training, practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education. Please use additional sheets if required.

Training/Course title (and subjects)	Organising body and address	Full/Part time	Date from/to MM/YYYY	Qualifications and dates obtained if applicable

## EXPERIENCE AND RELEVANT SKILLS

Please provide a supporting statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to any national standards for the position for which you are applying. Please do not include a CV or testimonials.

Please do not exceed two pages. Minimum font size 10.

## REFERENCES

The school must undertake certain enquiries relating to the appointment of staff working with children. Please, therefore provide details of two professional referees who can verify your employment history. One or both referees must be able to comment on your suitability for a role which involves working with children. **Applications will not be considered if this information is not given.** It is the responsibility of the applicant to ensure all named referees have consented to providing a reference. Please note that references from a relative or friend are not acceptable. **It is our policy to contact referees prior to interview.**

<b>Current or most recent head teacher / employer</b>	<b>Second referee</b>
Name	Name
Job title	Job title
Capacity in which referee is known to you	Capacity in which referee is known to you
Professional address of referee (including post code)	Professional address of referee (including post code)
Telephone number (with code)	Telephone number (with code)
Email address	Email address

**Please sign this box to confirm your consent for us to contact your referees.**

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<b>RELATIONSHIPS</b>	
Canvassing of or failure to disclose relationship to councillors, senior officers of the council or school governors may disqualify the candidate.	
Are you a friend or relative of, or do you have other links with any councillors, senior officers of the council or school governors?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', please provide their name, position and the nature of the relationship:	
If appointed, do you have business/financial interests that may conflict with the duties of this job?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', please give brief details	

<b>Where did you see this post advertised?</b>

**NATIONAL FRAUD INITIATIVE FAIR PROCESSING STATEMENT**

Please note that key payroll data and personal identifiers such as contact details may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud. For more details, see the LBC internet – search 'NFI Fair Processing Notice'.

**DATA PROTECTION**

Your data will be processed in accordance with data protection legislation. Processing of your data will take place either because

- You consent to your data being processed
- Processing is necessary to evaluate your application for the position for which you have applied
- Processing is necessary to comply with legal obligations
- Processing is necessary for our legitimate interests

Further privacy notice information for job applicants is available on the school website.

**DISCLOSURE OF CRIMINAL CONVICTIONS**

In accordance with our Safer Recruitment Policy, all offers of employment are subject to satisfactory enhanced disclosure checks with the Disclosure & Barring Service. The interview process for shortlisted candidates will include questions concerning safeguarding children and the opportunity for you to disclose any spent or unspent criminal offence. Having a criminal record will not necessarily bar you from working at the school and will depend on the nature of the position and the circumstances and background of your offence.

<b>DECLARATION</b>	
I declare that the information I have given is correct. I understand that canvassing or giving false information will disqualify my application, could result in any offer of employment being withdrawn or may result in summary dismissal if I am selected for the post.	
SIGNATURE	DATE

**Confidential**  
**EQUAL OPPORTUNITIES MONITORING**

The school is committed to best employment equality practice in our efforts to eliminate discrimination and create working environments where all are treated fairly and with respect. To ensure that our employment equality policies are having an effect, we need to monitor candidates and employees, particularly in relation to ethnic origin, sex and disability. All candidates are therefore invited to provide the information required on this form.

This information will not be used during the selection process and is used only to monitor our progress on equality matters, It is treated confidentially and is not revealed outside the school. Unsuccessful candidates' application forms are destroyed after 6 months.

Title of post applied for:

Candidate's name:

Date of Birth:

Male

Female

Other

Prefer not to say

Do you need a work permit? (please highlight or tick)

No

Yes, and I already have it

Yes, but I do not have it

**Ethnic classification - I would describe myself as (please highlight or tick)**

White	Black or Black British	Asian or British Asian	Mixed	Other Ethnic Groups
British	Caribbean	Bangladeshi	White & Black Caribbean	Please state
Irish	African	Indian	White and Black African	
Any other white background	Any other black background	Pakistani Chinese	White and Asian  Any other mixed background	

**Disability –Are your day to day activities significantly limited because of a health problem or disability which has lasted or is expected to last at least 12 months? (Please highlight or tick)**

Yes

No

Prefer not to say

If yes, please state the type of impairment – please highlight or tick all that apply

Physical impairment

Mental health conditions

Sensory impairment

Learning disability

Long standing illness or health condition

Other  
Please specify

**Sexuality - I would describe myself as: (please highlight or tick)**

Heterosexual

Other

Homosexual

Prefer not to say

Bisexual



**Religion/faith/belief - I would describe myself as: (please highlight or tick)**

Christian	Buddhist	Hindu	Jewish	Muslim	Sikh
No religion	Prefer not to say	Other ( <i>please specify</i> )			