



LEAGRAVE PRIMARY SCHOOL

'STRIVING FOR EXCELLENCE, LEARNING FOR LIFE'



APPLICATION FOR A 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

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) you have been known by e.g. maiden name, changed by deed poll

Current home address	National insurance number
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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)

Do you have Qualified teacher Status? Yes / No Date of Qualification as a Teacher	Are you currently registered with the DfE in England? Yes / No
Have you successfully completed your Induction/Probationary/NQT Year? Yes / No	Teacher Reference Number

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.

CURRENT EMPLOYMENT We reserve the right to seek verification.					
If <u>teaching</u> , please give details of your current post.					
Local Authority / employer	School/College name and address	School/College type and age range	Approx no. on roll	Post and main duties	
Date of employment from/to (dd/mm/yyyy)	Salary and pay spine point	Subject specialism or year group	Ages taught	Reason for leaving	
If in <u>non-teaching</u> employment, please give details of your current post					
Employer's name and address	Post and main duties	Date of employment from/to (dd/mm/yyyy)	Salary	Notice required	Reason for leaving

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PREVIOUS EMPLOYMENT We reserve the right to seek verification.

Please provide full history of posts in schools in chronological order including previous posts at your current establishment. Please put the most recent first.

Council/ employer	School/college name and address	No. on roll	Subject /age taught	Post title and scale/ grade	Full/ Part time	Date from/to (dd/mm/yyy y)	Reason for leaving

Please provide a full history of other employment in chronological order, most recent first.

Name & address of employer	Type of business	Position and brief description of responsibilities	Date from/to (dd/mm/yyy y)	Salary	Reason for leaving

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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:

EDUCATION AND QUALIFICATIONS

Please provide your full education and qualifications history as indicated below. You will be asked to provide proof of qualifications relevant to the post.

Qualifications gained at school:

Name of school	Date mm/ yyyy	Subject and grade	Awarding Body

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Qualifications gained at college / university						
Name and address of University/College	Date from/to mm/yyyy	Full/Part time	Qualification obtained	Awarding Body	Subjects passed and standard gained	For teaching qualifications state key stages or age range for which trained

CONTINUING PROFESSIONAL DEVELOPMENT				
Please give details of relevant in-service training in chronological order, most recent first.				
Training/Course title (and subjects)	Organising body and address	Full/Part time	Date from/to MM/YYYY	Qualifications and dates obtained if applicable

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EXPERIENCE AND RELEVANT SKILLS

In the space below, Please provide a written statement of 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 the national standards for the position for which you are applying.

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.

Current or most recent head teacher / employer	Second referee
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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RELATIONSHIPS

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 No

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 No

If 'yes', please give brief details

Where did you see this post advertised?

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.

DECLARATION

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 Bisexual Other
Homosexual Prefer not to say

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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>)			

