



office use only
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## Application Form

Thank you for your interest in this post.

The following information is necessary to ensure full consideration can be given to all candidates. The information will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete **all** the sections. The Declaration must be signed; this can be found on page 7 of this form.

Please note that text boxes on this application form do not automatically expand. Please continue on a separate sheet if necessary.

**Please return your completed application form and letter of application to:  
The HR Manager, Leventhorpe, Cambridge Road, Sawbridgeworth, Herts CM21 9BY**

## 1 Post Details

Application for appointment as

Closing date

Do you need permission to work in the UK?

Yes

No

## 2 Personal Details

Last name and title

First name(s)

Previous names

Date of birth

Home telephone no.

Work telephone no.

Mobile telephone no.

National Insurance No.

Address   
(include Post Code)

Work email

Home email

Please tick the box if you do not wish to be contacted at work.

### 3 Professional Qualifications

Include details of professional association membership.

Do you hold Qualified Teacher Status (QTS)?

Yes

No

DfE Number

Please use the space below to list if you are member of any other professional organisation(s).

### 4 Present Employment (if currently employed)

Employer's name

Address

(include Post Code)

Date appointed

Notice required

Nature of business

Reason for leaving

Grade/salary spine

Additional TLR point

Additional payments (TLR etc) £

Total current salary £

Please use the space below to give a brief outline of duties in your current or most recent job.

# 5

## Previous Employment

Please include all full time and part time positions (continue on page 6 if necessary).

*Please list the most recent first*

Employer	Start date	End date	Job title	Salary + additional payments	Reason for leaving



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## Other Key Relevant Training

Other key relevant training and development activities which are directly related to this role.

Please list the most recent first

Brief description/course title	Date	Organising body

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## References

Please give the names and addresses of the two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

**Note:**

- (i) Referees will be contacted before interviews.
- (ii) Teachers should give their current Head teacher as referee 1.
- (iii) The school may contact other previous employers for a reference with your consent.
- (iv) A reference will not be accepted from a relative or from people writing solely in the capacity of friends.

### Referee 1

Name

Position

Organisation

Address   
(include Post Code)

Tel number

Fax number

Email

Please use the space below to give details:

- If your referee knows you by another name
- If this referee is not a recent employer

### Referee 2

Name

Position

Organisation

Address   
(include Post Code)

Tel number

Fax number

Email

Please use the space below to give details:

- If your referee knows you by another name
- If this referee is not a recent employer

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## Information In Support Of This Application

Please use the space below as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job, which are not referenced in your letter of application. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with.

## 12 Disability

The definition of disability as outlined in the Equality Act 2010 is as follows: “a physical or mental impairment which has substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

In light of the definition detailed above do you consider yourself to have a disability as defined by the Equality Act 2010?

yes

no

If yes, please use the space below to explain any reasonable adjustments you require to be made during the selection process?

## 13 Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor at Leventhorpe?

yes

no

If ‘yes’, please use the space below to state the name(s) of the person(s) and relationship

## 14 Declaration

Please tick to confirm that you have read and understood the following statements. **Please sign the Declaration in the space below.**

### Disclosure of Criminal Convictions

If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The DBS will provide a report to you and to the school on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as ‘spent’. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

### Immigration, Asylum and Nationality Act

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

### Safer Recruitment

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

### Data Protection Act 2018

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. The school will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is located on our website.

### Letter Of Application

I have enclosed a letter of application with this application form

### Declaration

I certify that the information I have provided is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in the UK, medical checks and relevant qualifications. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for

Signed

Date

### Correspondence

Thank you for applying for this post. Your interest in working for us is very much appreciated.

Please note it is not our practice to acknowledge receipt of applications.