ORRELL LAMBERHEAD GREEN ACADEMY

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

Kershaw Street, Orrell, Wigan, WN5 0AW

TELEPHONE: *01942 7687960*

EMAIL: *recruitment@lamberheadgreen.org.uk*

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1. POST APPLIED FOR

Post Applied For:		
Establishment:	Orrell Lamberhead Green Academy	
As advertised in:		**On date:**

2. PERSONAL DETAILS

SURNAME:		**FORENAME:**	
TITLE: **(Optional)**		**Date of Birth:** **(Optional)**	
Address:			
POSTCODE:		**Email:**	
Telephone No:		**Mobile No:**	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:	
DATE OF APPOINTMENT:	**SALARY:**
NOTICE PERIOD:	
MAIN DUTIES AND RESPONSIBILITIES	
Reason for this application	

4. PREVIOUS WORK EXPERIENCE

Name of Employer	**Dates of employment**		**Post(s) held**	**Reasons for leaving**
	From	**To**		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? *(If yes, please state relationship)*	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? *(If yes, please give details)*	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? *(If yes, please give details)*	Yes / No
Do you hold a current and valid driving licence? *(if yes, please state the category)*	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process please let us know. Do you require any reasonable adjustments?	Yes / No

10. CRIMINAL CONVICTIONS OR CAUTIONS

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.	
In line with Keeping Children Safe in Education (KCSIE) guidance, are you currently subject to any criminal investigation, police enquiry, arrest, charge, caution, conviction, or other matter that may be relevant to your suitability to work with children and young people? If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".	Yes / No
Do you have any cautions or convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended?"	Yes / No
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake online searches on shortlisted candidates as part of its due diligence checks. Searches will only consider publicly available information and will be conducted solely to assess suitability to work with children. Any concerns identified will be discussed with the candidate during the recruitment process	

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				**REFEREE 2**			
TELEPHONE NO:				**TELEPHONE NO:**			
EMAIL:				**EMAIL:**			
Reference Type: (Please circle)	Employer	Education	Character	**Reference Type:** (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

- You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:…… Date:……