

Job Application Form

Please complete this form in black font or black ink.

Please refer to the attached guidance notes prior to completion of this form.

If you need any assistance with completing this form, or have any enquiries regarding the application process please telephone Laidlaw Schools Trust Head Office on 0191 6622400 or email: hradmin@laidlaw-schoolstrust.com

Post Title:

PART A:

Personal Details (This section of the form is not used as part of the shortlisting process).

Surname/last name:

First name:

Title:

Date of Birth:

Any previous names:

Current Address
including postcode:

National Insurance
Number

Contact telephone
number (and times to
contact you if
applicable):

Email address:

Equal Opportunities Monitoring		
Gender:	Male	Female
Disability The Disability Discrimination Act 1995 states that “a person has a disability for the purpose of the Act if he/she has a physical or mental impairment which has a substantive and long term adverse effect on his/her ability to carry out normal day to day activities”		
Do you consider yourself to have a disability:	Yes	No
Please give details of any reasonable adjustments that will assist you in the recruitment process/in your role if you are successful:		
Ethnic Origin Please tick one of the boxes below which best describes your ethnic origin:		
White British Irish Scottish English Welsh Any other white background, please specify:	Mixed Heritage White and Black Caribbean White and Black African White and Asian Any other mixed background, please specify:	Asian or Asian British Indian Pakistani Bangladeshi Any other Asian background, please specify:
Black or Black British Caribbean African Any other black background, please specify:	Chinese or other ethnic group Chinese Any other background, please specify:	Prefer not to say

<p><u>Right to work in the UK</u> Are there any restrictions which might affect your right to take up employment in the UK? Please note, if you are appointed, you will be asked for proof of eligibility to work in the UK.</p>	
<p>Yes (Please give details)</p>	<p>No</p>
<p><u>Declaration of relationships</u> If you have any relationships with a member of staff, Governor or Trustee with Laidlaw Schools Trust, please state the name(s) and nature of relationship(s).</p>	
<p>Yes (Please give details)</p>	<p>No</p>
<p>Where did you see the job advertised?</p>	

“In line with the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006, please confirm that you are not disqualified or disqualified by association. **Please note this is only applicable to staff working in an early years provision, later years provision (for children under 8) in before or after school club settings, or are directly concerned with the management of such childcare.** For further information please contact Rachel Fenwick, HR Manager”.

For completion by the candidate/person named in Part 1

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children?	Yes	No
If yes, please provide further information:		
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	Yes	No
If yes, please provide further information:		
Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?	Yes	No
If yes, please provide further information:		

Confirmation of declaration (Tick box below)	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
	I have read and understood Laidlaw Schools Trust Job Applicant Privacy Policy.
	<p>I give my consent for my data to be kept on file for 12 months.</p> <p>I do not give consent for my data to be kept on file for 12 months.</p>

Signature of candidate:	
Print name:	
Date:	

References

Please supply the names of two referees who can comment on your suitability for this position. One referee must be your current or most recent employer; and if your current role does not involve working with children, the second reference must be the name of a previous employer where the role involved working with children (where applicable). If you have no employment history, please provide the names of two school, college or university tutors/teachers. Referees will be asked about any child protection concerns.

1. Name and Address

Email Address:

Tel no:

Relationship to you:

2. Name and Address

Email Address:

Tel no:

Relationship to you:

Declaration

I confirm that all the information provided on this form (Part A and Part B) is correct and complete. I understand that if I have deliberately provided false or incomplete answers this may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already been appointed.

Please note, that if this form is emailed back, it will be taken that you confirm with the above declaration.

Signature:

Date:

Part B:	
Job Related Information	
<p>This section of the form used by the recruitment panel to decide whether or not you will be shortlisted. In this section you should provide as much information as possible about your past jobs, relevant experience, qualifications and skills, and specifically these should be linked to the requirements outlines in the person specification. Examples should be given as to how you meet these requirements.</p>	
Present job:	
Employer's name and address:	
Job title:	
Date commenced	
Salary/wage:	
Period of notice required:	
Reason for leaving (If appropriate):	

Brief outline of duties:

Main Achievements:

Previous employers (most recent first, in chronological order): - Please account for any gaps in your employment history				
Employer (name and full address)	Job title	Date of employment		Reason for leaving
		From	To	

Previous employers (most recent first, in chronological order): - Please account for any gaps in your employment history				
Employer (name and full address)	Job title	Date of employment		Reason for leaving
		From	To	

Relevant educational, vocational, professional qualifications or training courses (most recent first) .		
Educational establishment or course organiser	Qualification and grade (where applicable)	Date achieved

How you meet the essential requirements:

Please outline (giving specific examples) how you meet the essential requirements listed on the person specification (please continue on a separate sheet if necessary):

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