Staff Vacancy Application Form

|  |  |
| --- | --- |
| Position applied for |  |

# Personal Details

|  |  |  |
| --- | --- | --- |
| Surname and Preferred Title |  | |
| Forename(s) |  | |
| Address (Inc. Postcode) |  | |
| Telephone number |  | |
| Email address |  | |
| Nationality |  | |
| National Insurance number |  | |
| Are you eligible to work in the UK? | YES | NO |
| Have you ever lived or worked outside the UK?  If YES, please provide further details. | YES | NO |
|  | |
| Note: Should you be short listed, you may be asked to bring this documentation with you to the interview. A full list of eligible documents will be provided. Any offer of employment will be subject to successful verification of your right to work in the UK. | | |

## Qualified Teacher Status (QTS)

If you are **NOT** applying for a tutorial position, please move on to the next section.

|  |  |  |
| --- | --- | --- |
| Do you hold QTS? | YES | NO |
| If yes, please provide your Teacher Reference number (DfE) |  | |
| In what year did you gain QTS? |  | |
| Have you completed your statutory induction year? | YES | NO |

# Safeguarding Declaration

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure and Barring Service) Enhanced Disclosure Check.

|  |  |
| --- | --- |
| Date of birth |  |
| Previous Surnames used |  |

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offender Act 1974. Applicants must declare any convictions which for other purposes are “unspent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.

|  |  |  |
| --- | --- | --- |
| Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people? | YES | NO |
| Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | YES | NO |
| Have you ever been charged with, cautioned or convicted of a criminal offence? | YES | NO |
| Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding? | YES | NO |

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| --- |
| If you have answered ‘YES’ to any of the questions in this section, please provide full details, continuing on a separate sheet if necessary |
|  |

**I acknowledge that Landau Forte Charitable Trust is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on a Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no unspent convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).**

**I consent to a criminal records check if appointed to the position for which I have applied.** I am aware that details of unspent prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

**I agree to inform Landau Forte Charitable Trust if I am convicted of an offence after I take up any post. I agree to inform Landau Forte Charitable Trust if I become the subject of a police and/or a social services/(Children’s Social care or Adult Social Services)/social work department investigation.** I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

**I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by Landau Forte Charitable Trust as satisfactory.**

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

# Employment Record

|  |  |  |
| --- | --- | --- |
| Current (or most recent) employer |  | |
| Address (Inc. Postcode) |  | |
| Position |  | |
| Date of appointment |  | |
| Contract type | TEMPORARY | PERMANENT |
| Hours (if part-time) |  | |
| Salary/Allowance details |  | |
| Reason for leaving |  | |
| Period of notice (or leaving date) |  | |

## Previous Employment (in reverse chronological order)

|  |  |  |
| --- | --- | --- |
| Name of employer |  | |
| Address (Inc. Postcode) |  | |
| Position |  | |
| Date of appointment |  | |
| Contract type | TEMPORARY | PERMANENT |
| Hours (if part-time) |  | |
| Salary/Allowance details |  | |
| Reason for leaving |  | |
| Leaving Date |  | |

|  |  |  |
| --- | --- | --- |
| Name of employer |  | |
| Address (Inc. Postcode) |  | |
| Position |  | |
| Date of appointment |  | |
| Contract type | TEMPORARY | PERMANENT |
| Hours (if part-time) |  | |
| Salary/Allowance details |  | |
| Reason for leaving |  | |
| Leaving Date |  | |

|  |  |  |
| --- | --- | --- |
| Name of employer |  | |
| Address (Inc. Postcode) |  | |
| Position |  | |
| Date of appointment |  | |
| Contract type | TEMPORARY | PERMANENT |
| Hours (if part-time) |  | |
| Salary/Allowance details |  | |
| Reason for leaving |  | |
| Leaving Date |  | |

|  |  |  |
| --- | --- | --- |
| Name of employer |  | |
| Address (Inc. Postcode) |  | |
| Position |  | |
| Date of appointment |  | |
| Contract type | TEMPORARY | PERMANENT |
| Hours (if part-time) |  | |
| Salary/Allowance details |  | |
| Reason for leaving |  | |
| Leaving Date |  | |

|  |
| --- |
| Please use the space below to explain any gaps in your employment, from the age of 16 |
|  |

## Previous Roles with Children

If you have previously worked with children, other than the employment mentioned above, please provide details below. Landau Forte Charitable Trust reserves the right to contact any of your previous employers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Organisation | Position Held  (Please state full or part-time) | Start Date  (mm/yyyy/) | End Date  (mm/yyyy/) | Reason for Leaving |
|  |  |  |  |  |

# Education

|  |  |  |  |
| --- | --- | --- | --- |
| Date | School/College/University | Subjects Taken | Examination Results/Grades |
|  |  |  |  |

|  |
| --- |
| Other professional qualifications  (Inc. membership of Professional Bodies) |
|  |

|  |
| --- |
| Other experience relevant to the post  (e.g. work experience, voluntary positions) |
|  |

|  |
| --- |
| Personal interests |
|  |

## Other Training and Professional Development

Please omit courses of less than one day.

|  |  |  |
| --- | --- | --- |
| Date  (mm/yyyy) | Brief Description or Course Title | Organising Body |
|  |  |  |

# Supporting Statement

|  |
| --- |
| How do your personal qualities and professional experience qualify you for this position? |
|  |

# Relatives

|  |  |  |
| --- | --- | --- |
| Are you related to, or know personally, any Landau Forte Charitable Trust employee? | YES | NO |
| Name of person |  | |
| Position held within the Trust |  | |
| Relationship to you |  | |

# Referees

**Please give the name and address of two people whom we may contact for a reference. One should be from the Head or an appropriate equivalent of your current or most recent place of employment.**

Referees will be taken up as appropriate, but always before employment starts. In relation to work with children, we will seek information about any past disciplinary issues relation to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact us.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1st Referee | | 2nd Referee | |
| Name |  | |  | |
| Position |  | |  | |
| Organisation |  | |  | |
| Relationship to you |  | |  | |
| Address  (Inc. Postcode) |  | |  | |
| Telephone number |  | |  | |
| Email address |  | |  | |
| Is this referee aware of your application for this post? | YES | NO | YES | NO |
| Are you willing for this referee to be approached prior to interview? | YES | NO | YES | NO |

Please return your completed application by post to:

* **PA to the Principal**, Landau Forte Academy Amington, Woodland Road, Amington, Tamworth, Staffordshire, B77 4FF

If you are short listed for this post you will be required to sign your application form during the interview.

If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful. Thank you for your interest in working for our Academy.