



Ludgrove School Trust Limited

**APPLICATION FORM**

**POSITION APPLIED FOR:**

**PERSONAL DETAILS**

SURNAME

TITLE

FIRST NAME(S)

FORMER SURNAME(S) (e.g. maiden name or previous change of name)

ADDRESS

HOME TELEPHONE:

MOBILE:

EMAIL:

NATIONAL INSURANCE NUMBER

ELIGIBILITY TO WORK IN THE UK

Are you currently eligible to work in the UK?      YES/NO

PLEASE INDICATE IF YOU KNOW ANY EXISTING EMPLOYEES OR GOVERNORS AT THE SCHOOL AND IF SO HOW YOU KNOW THEM:

### EDUCATION

Please provide a chronological list of secondary and further education including start and end dates and the grades.

| Name of school/college/university | Dates attended | Subject (s) | Qualifications gained (with grades if appropriate) |
|-----------------------------------|----------------|-------------|--|
|                                   |                |             |  |

### EMPLOYMENT HISTORY

Please list, in reverse chronological order starting with your present/most recent employer, all employment, self-employment and any periods of unemployment since leaving education. Provide, where appropriate, explanations for any period not in employment or self-employment, and in each case any reasons for leaving.

| Name & Address | Position held | Dates of employment |
|----------------|---------------|---------------------|
|                |               |                     |

Date available to start employment:

Duties & responsibilities of your present/most recent position. State your reasons for leaving.

**PREVIOUS EMPLOYMENT**  
(continue on separate sheet if necessary)

| Name & address of employer | Position held | Dates | Reason for leaving |
|----------------------------|---------------|-------|--------------------|
|                            |               |       |                    |

### ADDITIONAL INFORMATION

Please give any additional information, which you feel may support your application, including details of appropriate experience, skills and knowledge. In providing this information you should bear in mind the requirements of the post which are detailed in the job description and describe what attributes you feel you could bring to this post.

### REFEREES

Please provide details of two referees. One should be your current or most recent employer. Please note references will not be accepted from relatives or from referees writing solely in the capacity of friends.

|  |  |
|--|--|
| <u>NAME</u>                                      | <u>NAME</u>                                    |
| <u>ADDRESS</u>                                   | <u>ADDRESS</u>                                 |
| <u>TELEPHONE NUMBER</u> <u>EMAIL</u>             | <u>TELEPHONE NUMBER</u> <u>EMAIL</u>           |
| <u>RELATIONSHIP TO REFEREE</u>                   | <u>RELATIONSHIP TO REFEREE</u>                 |
| May we contact before interview?<br><br>YES / NO | May we contact before interview?<br><br>YES/NO |

## DECLARATION

**Rehabilitation of Offenders Act—1974:** Applicants are advised that posts at Ludgrove are exempt from the Rehabilitation Act 1974. Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

***All candidates should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.***

**Disability Information Act—1995:** In the event that you are selected for interview you will be asked if you have any requirements in respect of any disability that we need to be aware of in order to support you at your interview.

**Right to Work:** If employed by Ludgrove School Trust Ltd you will need to provide evidence that you are entitled to work in the UK under Section 8 of the Asylum and Immigration Act 1996.

**Disclosure and Barring Service:** Successful applicants will be submitted to the DBS for Enhanced Disclosure. Any disclosure will be completely confidential and will be considered only in relation to this appointment.

**Please answer the following questions ‘Yes’ or ‘No’:**

1. Do you authorise us to obtain any necessary information from the DBS in connection with this application?  
**Yes/No**
2. 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 (as amended in 2013) **Yes/No**
3. Are you disqualified for any reason from working with children? **Yes/No**
4. List 99/ Protection of Children Act list - I confirm that I am not registered on either list as a person disqualified from working with children, or subject to sanctions imposed by a regulatory body. **Yes/No**

**If you have answered Yes to questions 2-4 please provide full details.**

Signature .....

Date .....