



Ludgrove School Trust Limited

APPLICATION FORM

Ludgrove is legally required to carry out a number of pre-appointment checks which are detailed in the School's 'Recruitment, Selection and Disclosure Policy and Procedure' and can be found on our website. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful.

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:

Are you currently eligible to work in the UK? Yes No

Have you spent a period of more than 3 months outside the UK in the last 10 years? If so, an overseas police check and professional conduct check (if applicable) may be required.

Yes No If Yes, then please provide further details below:

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. **We will require evidence to support all post-18 qualifications.**

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

EMPLOYMENT HISTORY - CURRENT EMPLOYMENT

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, for example sabbatical, looking after children etc, and in each case any reasons for leaving.

Name & Address	Position held	Dates of employment

Date available to start employment:

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

EMPLOYMENT HISTORY – PREVIOUS EMPLOYMENT

(Please explain any gaps in employment and continue on a separate sheet if necessary)

Name and 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 supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment **did not** involve work with children, then your second referee should be from your employer with whom you most recently worked with children.

If a reference is from an educational setting it **must** be supplied by the Headteacher. Neither referee should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer.

Name	Name
Address	Address
Telephone number Email address	Telephone number Email address
Relationship to referee	Relationship to referee
May we contact before interview? YES NO	May we contact before interview? YES NO

DECLARATION

It is the Ludgrove's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, or age. All new appointments are subject to a probationary period.

Ludgrove is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please be aware that the Ludgrove applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.

Ludgrove will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and Ludgrove is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. *If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form.* In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure' which can be found on our website.

- **I confirm that if I am not successful in this application that you may retain my details for 6 months so that I can be considered for any other suitable vacancies**
- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence**

Signature

Date

Where this form is submitted electronically and without signature, electronic receipt of this form by Ludgrove will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration until a signature is obtained.