



LAUNCESTON COLLEGE MULTI ACADEMY TRUST APPLICATION FORM

If you need assistance or support in completing this form, please contact the HR team on 01566 772468.

Post applying for:	
Location of post: (please circle)	Bideford College / Atlantic Academy / Egloskerry Primary / Launceston College / Altarnun Primary / Launceston Nursery

1. PERSONAL DETAILS

Name:	National Insurance Number:
Home phone:	Mobile:
Email:	
Address, including postcode:	

2. CURRENT/MOST RECENT EMPLOYMENT If this is your first job, go straight to section 4

Details of current or most recent employment	Company name:				
	Company telephone number:				
	Company address:				
Job title					
Date appointed		Date of leaving (if applicable)		Notice required	
Present Salary Please provide grade and spinal point if you have local authority experience	£			Other payments or allowances	
Reason for leaving					
Key duties and responsibilities:					

3. EMPLOYMENT HISTORY

Please start with your most recent employment and ensure all periods of time are accounted for, giving details of any gaps in your employment history. You may attach an additional sheet if required. **Newly Qualified Teachers should include periods of school-based training.** Please provide grade and spinal pay point if you have Local Authority experience.

From	To	Name and address of employer	Job title and brief description of duties	Salary	Reason for Leaving

Details of any gaps in employment history:

From	To	Reason

Add lines or continue on separate sheet as necessary

4. EDUCATIONAL QUALIFICATIONS

If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted. Please start with the most recent.

Relevant Qualifications (e.g. CSE, GCSE, 'O'/'A' Level, NVQ, Degree, professional or equivalent)	Subject (e.g. English, Mathematics, Business Administration, Law)	Educational Institution (e.g. Exeter University, City College Plymouth)	Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass)	Date

(Please continue on separate sheet if necessary).

5. OTHER TRAINING AND DEVELOPMENT

Please list below relevant job-related training, specialist training and include details of education currently being undertaken or planned. Please start with the most recent.

Title and brief description of course / qualification	Date

(Please continue on separate sheet if necessary).

6. MEMBERSHIP OF PROFESSIONAL BODIES (if applicable):

Institute or Association	Level of Membership	Membership Number	How Obtained (e.g. election or qualification)	Date obtained DD/MM/YYYY

FOR TEACHING POSTS ONLY NON-TEACHING APPLICANTS PLEASE CONTINUE TO SECTION 7

SUBJECT (Main subject first)	KS3	KS4	Sixth Form
Do you have Qualified Teacher status (QTS)	Yes/No		
Do you have Qualified Teacher Learning and Skills (QTLS) status	Yes/No		
If you hold QTLS, please confirm that you are a member of the Society for Education and Training by providing your membership number here			
Your DFES reference Number (if applicable)			
Date of recognition by DFES / DCSF as qualified Teacher			
Date Statutory Induction Period started and finished (if qualified after 7 May 1999)			
General Teaching College (GTC) Registration Date			
GTC Registration Number			
Are you subject to any conditions or prohibitions placed on you by the GTC (or other) in the UK? (if yes, please enclose dates in a sealed envelope and attach to this form)	Yes/No		
Have you ever been subject to any restrictions / sanctions in other EEA member States. (if yes, please enclose dates in a sealed envelope and attach to this form)	Yes/No		
Are you or any member of your household disqualified from caring under the Child Care Act 2016? (if yes, please enclose dates in a sealed envelope and attach to this form)	Yes/No		

7. REASONS FOR APPLYING FOR THIS JOB

Please use this section to explain your suitability for the position you are applying for, paying particular attention to how your skills and experience match the essential and desirable criteria of the post. *This is an important part of your application and the information you provide forms a large part of the shortlisting decision-making process.*

Continue on a separate sheet if necessary.

8. QUESTIONS

You are required to declare any current or historical relationship with or connection to any employee of the Trust.	
Name/s and positions/s:	
Have you worked for the Trust or any Local Authority via a Temporary Employment Agency within the last six months? Please provide agency name:	Yes/No
If you have a disability, are there any arrangements we can make for you if you are called for an interview? (e.g. ground floor venue, hearing loop, sign language interpreter, audio tape, etc.)	Yes/No
Do you hold a full valid current driving licence?	Yes/No
Do you have access to transport?	Yes/No
Under the Working Time Regulations 1998, the Trust must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details including days and hours worked / work pattern.	Yes/No
Have you ever been dismissed from any previous employment?	Yes/No
Have you ever been subject to a disciplinary process in any other employment (including any that were not completed due to you resigning)?	Yes/No
If you have answered yes to either of these questions please provide details on a separate sheet and send this in a sealed envelope marked for the attention of the Chief Executive Officer. The letter should indicate which employment was involved and specify the reasons for your dismissal / disciplinary process. This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.	

9. REFERENCES

Please provide details of two referees who can comment on your suitability for this post, one of these must be your most recent employer. Do not use friends or relatives. For teaching posts, one of your referees must be the Principal / Head Teacher of your current or most recent school. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment on your educational background and / or personal qualities, are acceptable as referees. If you are applying for a position that involves working with children and you have worked with children in the past, one of your referees must be able to provide a reference from your most recent employment with children. References for short-listed candidates will be taken up before the interview unless you request otherwise. The Trust reserves the right to approach any previous employer or manager without obtaining your permission first. Where references are received prior to interview, an opportunity will be given to discuss the content of references.

Name	Employment		Name	Employment	
Type of reference Circle as appropriate	(current)	Educational	Type of reference Circle as appropriate	(current)	Educational
	Employment (prior)	Other		Employment (prior)	Other
How do you know the referee			How do you know the referee		
Position of referee			Position of referee		
Address:			Address:		
Postcode:		Tel No:		Postcode:	
E-mail:			E-mail:		
Permission to contact*	Yes/no		Permission to contact*	Yes/no	
*References will be sought on all shortlisted candidates prior to interview. If you do not wish one or both of your references to be contacted, please indicate.					

13. EQUAL OPPORTUNITIES MONITORING SHEET (the following sheets will be removed from your application and will not be shared with the shortlisting panel)

The Launceston College Multi Academy Trust takes it's duty to promote equality and celebrate diversity in our community very seriously. It is keen to gather and use information about job applicants and the workforce in order to continually improve its employment policies and to remove barriers to and within employment. If you require help to fill in this form please do not hesitate to contact us. Equal opportunities will be afforded to all job applicants in all stages of the recruitment process. Appointment will be based solely on merit and without regard to issues of race, colour, ethnic or national origins, sex, religion, marital status, sexual orientation, age or disability.

If you do not wish to disclose this information please indicate here:

If you do not wish to answer any questions, please leave them blank.

PLEASE CONTINUE TO SECTION 14 IF YOU DO NOT WANT TO FILL IN ANY OR ALL OF THIS SECTION.

Age: (please put an x in your selection)

16 or under	17 – 24	25 – 35	36 – 45	46 – 55	55 – 65	66 and over
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Ethnicity: (please put an x in your selection)

Asian or Asian British	Bangladeshi	
	Pakistani	
	Indian	
	Cornish	
	Any other Asian background (please specify) _____	
Black or Black British	African	
	Caribbean	
	Cornish	
	Any other Black background (please specify) _____	
Chinese	Chinese	
	Chinese Cornish	
	Any other Chinese background (please specify) _____	
Mixed	White and Asian	
	White and Black African	
	White and Black Caribbean	
	Any other mixed background (please specify) _____	
Other Ethnic Group	Gypsy/Romany	
	Traveller or Irish heritage	
	Any other ethnic group (please specify) _____	
White	British	
	Cornish	
	Irish	
	Any other White background (please specify) _____	

CONFIDENTIAL

14. CRIMINAL CONVICTIONS DECLARATION

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. The 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 on the Disclosure and Barring Service website.

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) or do you have any charges pending? **Yes/No**

Have you ever been barred or restricted from working with children and / or vulnerable adults? **Yes/No**

15. CHILDCARE DISQUALIFICATION DECLARATION

The Disqualification under the Childcare Act 2006 applies to all schools and settings who provide childcare and / or are directly concerned with the management of early years childcare or later years childcare (children above reception age but have not attained the age of 8). If you are in a role that falls within the categories below then you are required to provide information relating to your suitability:

This section to only be completed for applicants who are applying to:

- work in early years provision (including teachers and support staff working in nursery and reception classes);
- work in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- work in management of such early or later years provision.

Have you ever been disqualified from caring for a child, including your own child? (as referred to in Regulation 4 and listed at Schedule 1 of the 2009 Regulations): **Yes/No**

Have you ever had your registration refused or cancelled relating to childcare, or children's homes, or been prohibited from private fostering? (as specified in Schedule 1 of the 2009 Regulations): **Yes/No**

Have you committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom? **Yes/No**

If you have answered yes to any of the above questions, please provide further information in a sealed envelope addressed to the Principal.

16. DECLARATION (TO BE SIGNED BY ALL)

I confirm that the information I have declared above is correct and I accept that if any of the information I provide is found to be false or misleading I may be disqualified from appointment.

I understand that I have a duty to inform my line manager and Launceston College MAT, as my employer, should any of this information change at any time during my employment.

Signature:

Date:

Print Full Name: