



Application Form for Associate Staff Appointment

Post Applied for	
Based at (Beauchamp, Cedars, Highcliffe or Riverside)	

Personal Details

Surname		Previous Name	
Forenames		Title	
Address			
Contact 1		Contact 2	
Which numbers are you happy to be contacted on? Contact 1 <input type="checkbox"/> Contact 2 <input type="checkbox"/> Both <input type="checkbox"/>			
Email Address		NI Number	

Present Employment

Post Title		Date Appointed	
Employers Name		Period of Notice	
Address			
Postcode		Telephone	
Salary		Allowances	
Outline Key Responsibilities and Duties.			

References (One reference should be your current employer, this should be the Head Teacher/ Principal if working in a school)

As this post has been designated as a 'regulated activity', it will be necessary for both references to be approached before interview.

Name		Name	
Job Title		Job Title	
Organisation Address		Organisation Address	
Contact Number		Contact Number	
Email		Email	
Relationship to Applicant		Relationship to Applicant	

Interview Arrangements

Please indicate below any dates when you would not be available for interview.

Education

Dates From / To	Establishment	Qualification and Grade
		<p>Please list all your qualifications including</p> <p>GCSE English Language Grade <input type="checkbox"/></p> <p>GCSE English Literature Grade <input type="checkbox"/></p> <p>GCSE Maths Grade <input type="checkbox"/></p>

Experience (This should include paid and unpaid employment, work experience, placements etc. Please list most recent first. Continue on separate sheet if necessary)

Dates From / To	Employers Name & Address	Post Title	Salary & Allowances, Unpaid or Voluntary	Reason for Leaving

Please specify all time not accounted for above with dates and reasons.

Relevant Professional Development/Achievement in the last 5 years

Dates Achieved	Organising Body	Subject	Award	Duration

Summary of Experience, Skills, Knowledge and Competencies

Please detail your relevant experience, skills, knowledge and competencies, which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the person specification. Please use an extra sheet of paper or if you prefer a separate letter.

Criminal Convictions and Cautions

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) by SI 2013 1198' available at

www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf

YES NO

If YES, please provide the details in a sealed envelope and attach this to your form including date, court and nature of offence.

In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a 'regulated activity' this College will require the successful candidate to produce either a valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity.

Declaration: I have read and understood the above statement. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signature:

Date:

If you are applying electronically you must still add your name to the 'signed' box as confirmation of commitment and the form being completed. You will be asked to sign a paper copy if invited to the interview.

Disability / Health Conditions

The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.

Do you consider yourself to be disabled? Yes/No (Please delete as appropriate)

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Data Protection Act

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed.

Applicant Declaration

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form I agree to the Lionheart Academies Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don't tell you about any relationships with any employees of Beauchamp College, or Governor/Trustee of Beauchamp College, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions and this is discovered after appointment, I could be dismissed without notice.

Do you know anyone who works at any of the following Schools: Beauchamp College, The Cedars Academy, Highcliffe Primary or Riverside Primary?

Yes/No

If yes please give details.

I can produce the original documents of my qualifications, prior to any appointment.

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment.

I am prepared to undergo a medical examination, prior to any appointment.

I understand that references, DBS, medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature:

Date:

If you are applying electronically you must still add your name to the 'signed' box as confirmation of commitment and the form being completed. You will be asked to sign a paper copy if invited to the interview.

Please tick one or more box(es) to confirm where the position was advertised

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