



## 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)	Atlantic Academy / Bideford College / Launceston College Altarnun Primary / Egloskerry Primary / Launceston Primary School

### 1. PERSONAL DETAILS

Name:	Title (Mr/Mrs/Miss/Ms):
National Insurance Number:	Mobile:
Email:	Home phone:
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		
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)			
Are you subject to any conditions or prohibitions placed on you by the secretary of state (or other) in the UK? (if yes, please note you may be required to disclose details if offered a position)	Yes/No		
Have you ever been subject to any restrictions / sanctions in other EEA member States. (if yes, please note you may be required to disclose details if offered a position)	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. SAFEGUARDING

The Launceston College Multi Academy Trust is committed to safeguarding children and has adopted a rigorous recruitment process. From your previous experience or training, can you please give examples which demonstrate how you would contribute to ensuring children remain in a safe environment.

## 9. 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 your 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.	

## 10. 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			Name		
Type of reference Circle as appropriate	Employment (current)	Educational	Type of reference Circle as appropriate	Employment (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.					

## 11. ADDITIONAL INFORMATION REGARDING APPLICATION

### Health / medical screening

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination in order to ensure any reasonable adjustments can be considered. All appointments are conditional upon receiving medical clearance and / or reasonable adjustments being agreed to accommodate any additional requirements.

### GDPR and data protection

The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under a duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

### Rehabilitation of offenders

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced criminal record (disclosure) check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. A criminal record will not necessarily be a bar to appointment. Where an appeal has been submitted they will be shredded within six months.

**Where did you see the advert? Please circle one:**

MAT Website   Indeed   DFE Website   Devon Jobs   Cornwall Jobs   EaT Website   Facebook   Twitter

Find A Job   Cornwall/Devon County Council   C&D Post   University Website (which) \_\_\_\_\_ Other \_\_\_\_\_

Where do you normally look for new jobs?

\_\_\_\_\_

## 12. CRIMINAL CONVICTIONS DECLARATION (PLEASE COMPLETE)

*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**

## 13. CHILDCARE DISQUALIFICATION DECLARATION (SEE BELOW)

*The Disqualification under the Children Act 2006 or the Childcare (Disqualification) Regulations 2018 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 within a Primary setting:**

- work in early years provision (including teachers and support staff)
- 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 yes, please note you may be required to disclose details if offered a position)

## 14. DECLARATION

I declare that to the best of my knowledge all the information on this form and any additional material supplied is correct and that it may be used for purposes registered by the Trust under the Data Protection Act 1998.

I confirm that I understand that the withholding of relevant information or providing any false or misleading statement could result in the application being rejected or summary dismissal if appointed and possible referral to the police.

I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Trust.

I understand that any offer of appointment is made on a conditional basis, pending our receipt of DBS clearance, medical clearance, the receipt of 2 acceptable references and the checking of any qualifications necessary for the post advertised.

I understand that any subsequent offer of employment will be subject to the satisfactory outcome of all required safeguarding, vetting and barring checks.

Signature:		Date	
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Finally, if your application form is received electronically without your signature and you are asked to attend for interview, you will be asked to sign the form at a later date.

## 15. RETURNING THE FORM

By post or by hand: The HR Department, Launceston College, Hurdon Road, Launceston, Cornwall PL15 9JR. By email: [hr@launcestoncollege.org.uk](mailto:hr@launcestoncollege.org.uk)  
Contact us on: 01566 772468  
Follow us on Twitter: @JobsCollege Find us on Facebook: Launceston College