



LAUNCESTON COLLEGE MULTI ACADEMY TRUST



Launceston College

JOB APPLICATION FORM

(Please complete in black ink)

If you need assistance or support in completing this form, please 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.

Post Applied for:	Location:	Bideford/Egloskerry/Launceston (delete as appropriate)
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PERSONAL DETAILS

Surname: (BLOCK LETTERS)		First Name(s):	
Previous surname (if applicable):		Title (Mr/Mrs/Miss/Ms):	
Address		Home Telephone No:	
		Mobile:	
		E-mail:	
Postcode:		Business number if we can contact you at work:	
National Insurance No:		Date of Birth:	

REFERENCES – PLEASE NOTE:

Please provide details of two employment referees from a previous employer/manager who can comment on your suitability for this post. One of these **MUST** be your most recent employer. Email details are essential. 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 qualified persons who are able to comment authoritatively 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 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 with the interviewing panel.

Name		Name	
Position		Position	
Organisation Name		Organisation Name	
Relationship to applicant		Relationship to applicant	
Address of organisation:		Address of organisation:	
Postcode:		Tel No:	
E-mail:		E-mail:	

Please tick if you do not wish your referees to be contacted prior to interview:

CURRENT/MOST RECENT EMPLOYMENT

(if this is your first job, go straight to the section entitled Educational Qualifications obtained)

Name and address of current or most recent employer	
Telephone number of employer	
Job title	
Date appointed	
Notice required	
Date left (if applicable)	
Present Salary* * please provide grade and spinal point if you have local authority experience	
Other payments, allowances (e.g. lease car ?)	
Reason for leaving	
Key duties and responsibilities:	

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 DD/MM/Y YYY	To DD/MM/Y YYY	Name and address of Employer	Job title and brief description of duties	Salary	Reason for Leaving

EDUCATIONAL QUALIFICATIONS OBTAINED

If the job requires you to hold a particular qualification, you will be asked to produce original evidence if shortlisted
(Please continue on separate sheet if necessary). 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

Continue on a separate sheet if necessary

OTHER TRAINING AND DEVELOPMENT

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

(Please continue on separate sheet if necessary). Please start with the most recent.

Title and brief description of course/qualification	Date DD/MM/YYYY

Continue on a separate sheet if necessary

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

ADDITIONAL INFORMATION REQUIRED

<p>You are required to declare any current or historical relationship with or connection to any employee of the Trust.</p> <p>Please provide their name and position. If in any doubt, please declare or contact the Trust for further guidance.</p>	
<p>Have you worked for the Trust or any Local Authority via a Temporary Employment Agency within the last six months? If so, give details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If your job requires you to travel (which will be clear from your job description / role profile) do you hold a full valid current driving licence?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Do you have access to transport?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Have you ever been dismissed from any previous employment? If yes, please indicate which employment and specify the reasons for your dismissal.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>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.</p>	

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.

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.

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FOR TEACHING POSTS ONLY

Do you have Qualified Teacher status (QTS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Your DFES reference Number (if applicable)	
Date of recognition by DFES / DCSF as qualified Teacher	
Date Statutory Induction Period (if qualified after 7 May 1999)	Started: _____ Completed: _____
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?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please enclose dates in a sealed envelope and attach to this form)
Have you ever been subject to any restrictions / sanctions in other EEA member states	Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes, please enclose dates in a sealed envelope and attach to this form)

Experience within teaching

SUBJECT (Main subject first)	KS3	KS4	Sixth Form

HEALTH/MEDICAL DETAILS

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination

DATA PROTECTION ACT

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 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.

EQUALITY & REASONABLE ADJUSTMENTS

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities. We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities via the selection process. We are committed to the development of positive practices to promote equality in employment. If you would like to declare your disability so that we can make reasonable adjustments to the selection process, please tick the appropriate box below.

Do you consider yourself to be disabled?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any information that we need in order to offer you a fair selection interview/process?	

EQUAL OPPORTUNITIES MONITORING SHEET

The Launceston College Multi Academy Trust takes it duty to promote equality and to 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.

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

AGE

What age are you?

16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 and over <input type="checkbox"/>
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GENDER

What is your gender?

Female <input type="checkbox"/>	Male <input type="checkbox"/>
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ETHNICITY

What is your ethnic group?

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background. **Note that the list is in *alphabetical* order.**

Please identify which main group you feel reflects your ethnic group and then make a choice from the selection listed below the main heading.

Asian or Asian British:

Bangladeshi <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Indian <input type="checkbox"/>	Any other Asian background (<i>please write in space provided</i>) _ _ _ <input type="checkbox"/> -----
Cornish <input type="checkbox"/>	

Black or Black British:

African <input type="checkbox"/>	Caribbean <input type="checkbox"/>
Cornish <input type="checkbox"/>	Any other Black background (<i>please write in space provided</i>)_ _ _ <input type="checkbox"/> -----

Chinese:

Chinese <input type="checkbox"/>	Any other Chinese background (<i>please specify in space provided</i>) <input type="checkbox"/> -----
Chinese Cornish <input type="checkbox"/>	

Mixed:

White and Asian <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
White and Black African <input type="checkbox"/>	Any other Mixed background (<i>please write in space provided</i>) _ _ <input type="checkbox"/> -----

Other Ethnic Group:

Gypsy/Romany <input type="checkbox"/>	Traveller or Irish Heritage <input type="checkbox"/>
Any Other Ethnic Group <input type="checkbox"/>	Please specify: -----

White:

British <input type="checkbox"/>	Irish <input type="checkbox"/>
Cornish <input type="checkbox"/>	Any other White background (<i>please write in space provided</i>)_ _ _ _ _ <input type="checkbox"/>

I do not wish to disclose this information

REASONS FOR APPLYING FOR THIS JOB (applicable to ALL applicants)

Please use this section to provide further information in support of your application. This needs to be related to the requirements of the post as may be specified on an attached person specification. This is an important part of your application and we strongly advise you to use this opportunity to explain your suitability for the job.

Continue on a separate sheet if appropriate

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, but in the meantime, please indicate your declaration that the information is correct by ticking the box below.

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 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.

Yes the information and any additional material supplied in support of my application is correct

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.

Signature:		Date	
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Please return your completed form by email to recruitment@launcestoncollege.org.uk, or by post or by hand to Launceston College MAT before the closing date.