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| Application Form  |
|  | **School:** | Leiston Primary School  |
| **Headteacher:**  | Lucy Melton |
| **Please return this form to:**  | Melissa Rodwellprimaryrecruitment@eastmat.org |

**Guidance Notes:**

Please complete ALL sections of this form using type or black ink.

The sections of this application form that includes the equalities monitoring information, will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

You will see that your cover letter should be included as part of this application. Please therefore ensure that your letter is written in the relevant box within this document, rather than attached separately.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. If you are shortlisted for the post you will be required to complete a Criminal Convictions Disclosure Form. Following this stage, if the panel decide they would like to offer you the post a DBS check will be required to confirm the appointment.

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| **Job Role:** |
| **Job Role:**  |  |
| **Application Closing Date:**  |  |
| **Applicant Name:**  |  |
| Applicant Checklist: |
| Application form complete & submitted |[ ]
| Equalities Monitoring Form complete & submitted |[ ]
| **Shortlisted Applicants only:** **Criminal Convictions Disclosure Form completed a brought to interview in a sealed envelope.** |



**Applications will only be accepted if this form is completed in full.**

Personal Details:

|  |  |
| --- | --- |
| Title:  |  |
| Surname:  |  |
| First Name:  |  |
| Previous Surnames:  |  |
| Preferred Name:  |  |
| National Insurance Number:  |  |

Contact Details:

|  |  |
| --- | --- |
| House Name / Number: |  |
| Street:  |  |
| Town:  |  |
| County: |  |
| Postcode |  |
| Home Phone:  |  |
| Mobile Phone:  |  |
| Email Address:  |  |

Disability & Accessibility:

The Trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment and would like us to make adjustment of arrangements to assist if you are called for an interview, please state the arrangements you require:

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Right to Work in the UK:

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| Do you have the right to work in the UK? | Yes |[ ]  No |[ ]
| If yes, please tick (🗸)on what basis:  |
| UK Citizen  |[ ]
| EU Settled Status |[ ]
| Skilled Worker Visa |[ ]
| Graduate Visa |[ ]
| Youth Mobility Visa |[ ]
| Other. Please provide full detail in the box below:  |[ ]
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Time Spent Living &/or Working Overseas:

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| --- | --- | --- |
| Have you spent time working and/or living outside of the UK? | Yes |[ ]  No |[ ]
| If yes, please give details, including countries and relevant dates below:  |
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Relationship to the School/Trust:

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| Please list any personal relationships that exist between you and any of the following members of the school/Trust community:* Trustees
* Governors
* Employee
* Students

If you have a relationship with a Trustee, Governor, Employee or Student, this does not necessarily prevent them from acting as a referee for you. |
| Name | Relationship | Role at School/Trust |
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Employment History:

Please fill the table in below, starting with you current or most recent employer first. It is important that all of your employment history is included in this table. Where the ‘Age range’ and ‘Number on roll’ are not applicable, please fill in the space using ‘N/A’.

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| 1. **Employment History** *(Current / Most Recent Employment Details):*
 |
| Employer:  |  |
| Employment Address:  |  |
| Post Held:  |  |
| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
| Start Date:  |  |
| Leave Date:  |  |
| Reason for Leaving:  |  |
| Brief Description of Responsibilities:  |  |

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| 1. **Employment History***:*
 |
| Employer:  |  |
| Employment Address:  |  |
| Post Held:  |  |
| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
| Start Date:  |  |
| Leave Date:  |  |
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| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
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| Leave Date:  |  |
| Reason for Leaving:  |  |
| Brief Description of Responsibilities:  |  |

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| Post Held:  |  |
| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
| Start Date:  |  |
| Leave Date:  |  |
| Reason for Leaving:  |  |
| Brief Description of Responsibilities:  |  |

Employment Gaps:

Please provide details of any employment gaps since leaving school and give the reasons for the gap.

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| --- | --- | --- |
| Start Date:  | End Date:  | Reason for Employment Gap:  |
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***Please continue to the next page.***

Education & Qualifications:

Please provide details of your education, starting with secondary school onwards. You will be required to produce evidence of qualifications.

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| --- | --- | --- | --- | --- |
| Dates Attended (Month & Year) | Name & Location of School / College / University | Qualification Level (e.g. GCSE / A-Level / Degree etc.) | Subject & Grade | Date of Award |
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Training & Professional Development:

Please give details of training or professional development courses undertaken in the last (3 years), that are relevant to your application:

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| --- | --- | --- | --- | --- |
| Course Date | Length of Course | Course Title | Qualification Obtained | Course Provider |
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Teacher Status *(Please complete this section if you are a teacher):*

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| Teacher Reference Number |  |
| Do you have QTS?  | Yes |[ ]  No |[ ]
| If yes, QTS Certificate Number |  |
| Date of Qualification |  |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result on misconduct? | Yes |[ ]  No |[ ]
| Are you subject to a General Teaching Council sanction or restriction?  | Yes |[ ]  No |[ ]

Additional Information:

Please provide any additional information relevant to this application. You may wish to include additional skills or relevant special interests:

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Driving Licence Details:

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| Do you have a valid driving licence? | Yes |[ ]  No |[ ]

**Start Date:**

|  |  |
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| If you were offered this role what date would you be able to begin a new post, or what is your current notice period? |  |

**Letter of Application:**

Please use the space below to write a Letter of Application. Please explain why you are applying for this post, and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification. Your letter should be no more than 2 sides of A4, with a font no smaller than 11:

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**References:**

Please provide the details of at least two people, in order to cover the past 5 years, who are able to comment on your suitability for this post. One must be your current or last employer if you are not currently employed. If you have not previously been employed, please provide details of another suitable referee.

Please note that the Trust operates a system of open references, and therefore candidates can request to see these.

The Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee and to expect a request for a reference should you be shortlisted.

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| **Reference 1:**  |
| Is this your current employer? | Yes |[ ]  No |[ ]
| Name:  |  |
| School / Organisation:  |  |
| Building Name / Number:  |  |
| Street, Town, County:  |  |
| Postcode:  |  |
| Email Address:  |  |
| Telephone Number:  |  |
| In what capacity does this person know you.  | Employer |[ ]  Educational |[ ]  Personal |[ ]

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| **Reference 2:**  |
| Is this your current employer? | Yes |[ ]  No |[ ]
| Name:  |  |
| School / Organisation:  |  |
| Building Name / Number:  |  |
| Street, Town, County:  |  |
| Postcode:  |  |
| Email Address:  |  |
| Telephone Number:  |  |
| In what capacity does this person know you.  | Employer |[ ]  Educational |[ ]  Personal |[ ]

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| **If either of your referees knows you by a different name, please state:** |
|  |

**It is normal practice to take up references before interview. Please indicate whether you give your consent for references to be requested before interview below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference 1:** | Yes |[ ]  No |[ ]  **Reference 2:** | Yes |[ ]  No |[ ]

***Please continue to the next page.***

Data Protection Notice:

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| Throughout this form, we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations
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Disclosure & Barring & Recruitment Checks

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| The EAST Anglian Schools’ Trust (EAST) is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that’s considered relevant to the role. Any information that is ‘protected’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.For posts in regulated activity, the DBS check will include a barred list check.It is an offence to seek employment in regulated activity if you are on a barred list.Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust’s Data Protection Policy.If you’ve lived or worked outside the UK in the last 5 years, the Trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course. |
| **Have you lived or worked outside of the UK in the last 5 years?** |
| Yes |[ ]  No |[ ]
| Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. |

Time spent living & / or working overseas:

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| If you’ve lived and/or worked outside of the UK, the Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks). We’ll base the decision on whether this is necessary on individual circumstances and factors such as:* The amount of information you disclose in the DBS check
* The length of time you’ve spent in or out of the UK
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Right to work in the UK

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| The Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. |

Teachers from overseas

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| To find out more about how the Trust recruits teachers from overseas please visit: (ADD WEB ADDRESS TO DfE) |

Sign & Date

|  |  |
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| **Name (please print):**  |  |
| **Signature:**  |  |
| **Date:**  |  |

**Equalities Monitoring**

We are bound by the Public Sector Equality duty to promote equality for everyone. To assess whether we are meeting this duty, whether our policies are effective and whether we are complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| **Equalities Monitoring** |
| What is your date of birth? (DD / MM / YYYY): |  |
| What is your sex? | Male |[ ]
|  | Female |[ ]
| What is your gender? | Male |[ ]
|  | Female |[ ]
|  | Other |[ ]
|  | Prefer not to say  |[ ]
| Do you identify as the gender you were assigned at birth? | Yes |[ ]
|  | No |[ ]
|  | Prefer not to say |[ ]
| **How would you describe your ethnic origin?**  |
| **White:**  | **Black or Black British:** | **Other Ethnic Groups:**  |
| British  |[ ]  African  |[ ]  Arab |[ ]
| Irish  |[ ]  Caribbean |[ ]  Any other ethnic group |[ ]
| Gypsy or Irish Traveller |[ ]  Any other Black background |[ ]   |  |
| Any other White background |[ ]   |  |  |  |
| **Asian or British Asian:**  | **Mixed:** | **Prefer not to say:**  |
| Bangladeshi |[ ]  White & Asian |[ ]  Prefer not to say |[ ]
| Indian  |[ ]  White & Black African  |[ ]   |  |
| Pakistani  |[ ]  White & Black Caribbean  |[ ]   |  |
| Chinese |[ ]  Any other mixed background |[ ]   |  |

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| **Which of the following best describes your sexual orientation?**  |
| Bisexual  |[ ]  Other |[ ]
| Heterosexual / Straight |[ ]  Prefer not to say |[ ]
| Homosexual  |[ ]   |[ ]

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| **What is your religion or belief?**  |
| Agnostic |[ ]  Hindu  |[ ]  Pagan |[ ]
| Atheist |[ ]  Jain |[ ]  Sikh |[ ]
| Buddhist |[ ]  Jewish  |[ ]  Other |[ ]
| Christian  |[ ]  Muslim |[ ]  Prefer not to say |[ ]

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| **Pregnancy & Maternity**  |
| Are you pregnant? | Yes |[ ]  No |[ ]  Prefer not to say |[ ]
| Have you given birth in the last 12 months? | Yes |[ ]  No |[ ]  Prefer not to say |[ ]

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| **Health** |
| Are your day-to-day activates significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?  | Yes |[ ]  No |[ ]  Prefer not to say |[ ]
| If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the categories listed apples, please mark ‘other’.  | Physical impairment |[ ]
|  | Sensory impairment |[ ]
|  | Learning disability / difficulty |[ ]
|  | Long-standing illness |[ ]
|  | Mental health condition |[ ]
|  | Developmental condition |[ ]
|  | Other |[ ]

Vacancy Information:

|  |  |
| --- | --- |
| **Application for the post of:**  |  |

|  |  |
| --- | --- |
| **Job Reference Number:**  |  |

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| **Where did you hear about this job?** |
| Newspaper |[ ]  Word of mouth |[ ]  School / Trust Website |[ ]  Third Party Job Advertisement Website (e.g. TES)  |[ ]  Other |[ ]

Additional Information:

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| --- |
| **Additional Information: Employment History***:* |
| Employer:  |  |
| Employment Address:  |  |
| Post Held:  |  |
| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
| Start Date:  |  |
| Leave Date:  |  |
| Reason for Leaving:  |  |
| Brief Description of Responsibilities:  |  |

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| --- |
| **Additional Information: Employment History***:* |
| Employer:  |  |
| Employment Address:  |  |
| Post Held:  |  |
| Salary Details (inc allowances)  |  |
| Contract Type:  | Permanent |[ ]  Temporary |[ ]
| Age Range Taught:  |  |
| Number on Roll:  |  |
| Start Date:  |  |
| Leave Date:  |  |
| Reason for Leaving:  |  |
| Brief Description of Responsibilities:  |  |