

Application Form - Part A

Guidance notes available on our website [hradmin@laidlawschoolstrust.com](mailto:hradmin@laidlawschoolstrust.com) - (0191) 662 2400

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| --- | --- | --- | --- | --- |
| Position applied for | |  |  | |
|  | |  | | |
| Personal details | | | | |
| Surname | First name | | | Title |

Any previous names

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| --- | --- | --- | --- | --- |
| National Insurance number | | | | Date of birth |
| Contact telephone | | | | Email |
| Address | | | | Postcode |
| Equal opportunities | | | | |
| Gender |  | | | |
| Do you consider yourself to have a disability? | Choose an item. | The Disability Discrimination Act 1995 states that “a person has a disability for the purpose of the Act if he/she has a physical or mental impairment which has a substantive and long term adverse effect on his/her ability to carry out normal day to day activities” | | |
| Ethnic Origin | Choose an item. | | | |
| UK working restrictions | Are there any restrictions which might affect your right to take up employment in the UK? Please note, if you are appointed, you will be asked for proof of eligibility to work in the UK  Choose an item.  Please state: | | | |
| Declaration of relationships | Choose an item. If you have any relationships with a member of staff, Governor or Trustee with Laidlaw Schools Trust, please state the name(s) and nature of relationship(s).  State names: | | | |
| Where did you see the advert? | Choose an item. | | | |
| Due to the nature of the work you are applying for, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). The 2020 amendments to this Act provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on what information you need to disclose can be found here <https://3bx16p38bchl32s0e12di03h-wpengine.netdna-ssl.com/wp-content/uploads/2020/11/What-do-I-need-to-disclose-FINAL-DONE.pdf> | | | | |
| Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)? [You do not need to disclose reprimands, final warnings or youth cautions, or anything that would be filtered by the DBS] | | | Choose an item. | |
| If you have answered ‘yes’ to the question above, please provide details. | | |  | |
| Childcare Act 2006 - Only applicable to early & later years provision, school clubs or direct childcare management. \*For further information on roles covered by this Act and who would need to complete this section, please look at the following link - <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#staff-covered-and-relevant-settings> | | | | |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | | | Choose an item. | |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? | | | Choose an item. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (Amended) 2013?  \*please refer to Appendix A in the application guidance notes for further information on what needs to be disclosed in this section | | | Choose an item. | |

Application Form - Part A

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| Enhanced DBS checks with Children’s Barred List (where necessary) will be carried out for all successful candidates for all job roles within Laidlaw Schools Trust Schools. By ticking the following boxes you are ***agreeing*** to the corresponding statements: | |
|  | |
| In line with The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and related obligations under the Childcare Act 2006, I confirm that I am not disqualified. |  |
|  |  |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation’s attention. |  |
|  |  |
| In accordance with the organisation’s procedures I agree to provide a valid Enhanced DBS certificate with Children’s Barred List (where necessary) and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it. |  |
|  |  |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people. |  |
|  |  |
| I understand that the information contained on this form, the results of the Enhanced DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |  |

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Application Form - Part B

Current employment

Employer name

Employer address

|  |  |
| --- | --- |
| Job title | Date commenced |
| Salary / Wage | Notice period |

Reason for leaving

Brief outline of duties

Main achievements

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Application Form - Part B

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| Previous employment - most recent first including gaps in employment | | | |
| Employer | Date from/to | Position held | Reason for leaving |
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| Educational, vocational, professional qualifications & courses - most recent first | | | |
| Title | Grade | Institution/Training provider | Year completed |
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Application Form - Part B

How you meet the essential requirements listed on the person specification with examples

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Application Form - Part A

References

Please supply the names of two referees who can comment on your suitability for this position. **One referee must be your current or most recent employer. If your current role does not involve working with children, the second reference must be the name of a previous employer where the role involved working with children (where applicable).** If you have no employment history, please provide the names of two school, college or university tutors/teachers.

Referees will be asked about any child protection concerns. Please note that references will be sought before interview.

Reference 1 Reference 2

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| --- | --- | --- |
| Name and address |  |  |
| Working relationship |  |  |
| Email address |  |  |
| Contact number |  |  |

Declaration

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withholding information may result in termination of employment with this organisation.

I understand that this application does not constitute an offer of employment.

Please tick to confirm:

I have read and understood Laidlaw Schools Trust Job Applicant Privacy Notice. I give my consent for my data to be kept on file for 12 months.

Signed Date

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