

Application Form

Loughborough Schools Foundation (“Foundation”) is legally required to carry out a number of pre-appointment checks which are detailed in the Foundation's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the Foundation can comply with those legal obligations should your application be successful. in order to be considered for a position at the Foundation, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the Foundation may carry out online searches on applicants as part of the shortlisting exercise (see the Recruitment, selection and disclosure policy and procedure' for further information).

Position applied for and location: ……………………………………………………………………………………………………

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| Section 1: Personal details | | | | | | | | | | | | | | | | | | | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | | | | Forenames: | | | | | | | Surname: | | | | | | | | | |
| Preferred name: | | | | | | | | | | | Previous names: | | | | | | | | | |
| Teacher registration number (if applicable): | | | | | | | | | | | National Insurance number: | | | | | | | | | |
| Address: | | | | | | | | | | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | | | | | | | |
| Are you eligible for employment in the UK? | | | | | | | | | | | | | Yes | | |  | | | No |  |
| Please provide details: | | | | | | | | | | | | | | | | | | | | |
| Do you have Qualified Teacher status? | | | | | | | | | | | | | Yes | | |  | | | No |  |
| Have you read the Foundation's child protection policy? | | | | | | | | | | | | | Yes | | |  | | | No |  |
| Do you know or are you related to anyone who works for LSF? If so, please provide their name. | | | | | | | | | | | | | | | | | | | | |
| Where did you see this role advertised? | | | | | | | | | | | | | | | | | | | | |
| Section 2: Education  Please start with most recent | | | | | | | | | | | | | | | | | | | | |
| Name of  school, college or university | | | | | Dates of attendance | | | | Examinations | | | | | | | | | | | |
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| Section 3: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | | | | | | | | | | | | | | | | | |
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| Section 4: Employment | | | | | | | | | | | | | | | | | | | | |
| Current / most recent employer: | | | | | | |  | | | | | | | | | | | | | |
| Current / most recent employer's address: | | | | | | | | | | | | | | | | | | | | |
| Current / most recent job title: | | | | | | |  | | | | | | | | | | | | | |
| Date started: | | | | | | | Date employment ended (if applicable): | | | | | | | Current salary / salary on leaving: | | | | | | |
| Do you / did you receive any employee benefits? | | | | | | | | | | | | | Yes | | |  | | | No |  |
| If so, please provide details of these: | | | | | | | | | | | | | | | | | | | | |
| Reason for seeking other employment: | | | | | | | | | | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | | | | | | | | | | |
| Section 5: Previous employment and / or activities (including voluntary work) since leaving secondary education  Please continue on a separate sheet if necessary | | | | | | | | | | | | | | | | | | | | |
| Dates | | | Name and address of employer | | | | | | | Position held and / or duties | | | | | | | Reason for leaving | | | |
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| Section 6: Gaps in your employment  If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | | | | | | | | | | | | | | | | | | | |
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| Section 7: Interests  Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the Foundation for the purposes of enriching its extra-curricular activity. | | | |
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| Section 8: Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. | | | |
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| Section 10: References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.  If the Foundation receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the Foundation may take up references from your overseas employers.  **The Foundation intends to take up references on all shortlisted candidates before interview. The Foundation reserves the right to take up references from any previous employer.**  The Foundation may also telephone your referees in order to verify the reference they have provided. | | | |
| Referee 1 | | Referee 2 | |
| Name: | | Name: | |
| Organisation: | | Organisation: | |
| Address: | | Address: | |
| Telephone number: | | Telephone number: | |
| Occupation:  Email: | | Occupation:  Email: | |
| Section 11: Declaration | | | |
| * I confirm that I have read the Foundation’s “Recruitment, selection and disclosure policy and procedure” c * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children c * I confirm that I am not prohibited from carrying out 'teaching work' c (do not tick this box if the role for which you are applying does not involve the provision of 'teaching work') * I confirm that I am not prohibited from being involved in the management of an independent school c (do not tick this box if the role for which you are applying does not involve 'management') * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight c (do not tick this box if the role for which you are applying does not involve the provision of 'childcare') * I confirm that I have included all previous names at Section 1 for the purposes of an online search c * I confirm that the information I have given on this application form is true and correct to the best of my knowledge c * I understand that providing false or misleading information which could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence c | | | |
| Signed: |  | |  |
| Date: |  | |  |
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| Where this form is submitted electronically and without signature, electronic receipt of this form by the Foundation will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 11. | | | |