



Lucton School

Application Form

Position applied for:

Where you saw this post advertised:

Please note that the information that you are provide in this form will be treated confidentially in line with the School's Privacy Notice, which can be found on the School website.

It will allow the School to assess your suitability for the role applied for and help the School to carry out all legally mandated pre-appointment checks.

RETURN APPLICATIONS TO:

recruitment@luctonschool.org
HR Department
Lucton School
Leominster, Herefordshire, HR6 9PN

Personal Information

Title:	Forename:	Surname:	Date of birth: (dd/mm/yyyy)
Preferred name:		Former name:	
Address:		Are you currently eligible for employment in the UK?	
Home:	Do you have Qualified Teacher status? (relevant for teaching posts only)		
Work:	If yes, please provide your DFES Number:		
Mobile:			
Email:			
Please confirm if you know any existing employee, volunteer or Governor at the School. If so, please provide full details of how you know them.			

Current Employment

Current/most recent employer (name and address):	
Current/most recent job title:	Date started: (dd/mm/yy)
Brief description of responsibilities:	Date ended: (dd/mm/yy)
	Current salary/ salary on leaving:
Reasons for seeking other employment:	
Please state your notice period and when you would be available to take up employment if offered:	

Education

Please start with the most recent and continue on a separate sheet if necessary.

Name of school/institution	Dates of attendance	Examinations			
		Subject	Result	Date (mm/yy)	Awarding body
	From: dd/mm/yy To: dd/mm/yy				
	From: dd/mm/yy To: dd/mm/yy				
	From: dd/mm/yy To: dd/mm/yy				

Training

Please provide details of any other training that you have received, which you consider relevant to the role for which you have applied. Continue on a separate sheet if necessary.

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Employment History

Please start with the most recent and continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held and/or duties	Reason for leaving
From: dd/mm/yy To: dd/mm/yy			
From: dd/mm/yy To: dd/mm/yy			
From: dd/mm/yy To: dd/mm/yy			
From: dd/mm/yy To: dd/mm/yy			

Gaps in Employment

If there are any gaps in your employment history (e.g. childcare, sabbatical, etc), please give details and dates.

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Personal Statement

Please submit a statement in support of your application, either in the space below or in an accompanying covering letter. In either case, you should include your reasons for applying and any other information that you consider relevant to your application. Please continue on a separate sheet if necessary.

Referees

Please provide details of two referees, at least one of whom should be your present or most recent employer (including the Head Teacher if working in a school). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in working with children. References will not be accepted from relatives or referees writing solely in the capacity of friend.

Please note that we may seek references **before** interview. However, if you have a strong objection to this, please inform us. The School reserves the right to take up references from any previous employer.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Occupation of referee:	Occupation of referee:
Relationship to you (e.g. manager):	Relationship to you (e.g. manager):
Telephone number:	Telephone number:
Email address:	Email address:
May we contact prior to interview?	May we contact prior to interview?

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Up front disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. Please submit information in confidence, enclosing details in a separate sealed envelope, which will be seen and then destroyed. Please disclose any unspent convictions, cautions, reprimands or warnings.

Please note that 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 at the Disclosure and Barring Service website: www.gov.uk/dbs. All other spent convictions and cautions must be disclosed.

Please be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Select as appropriate:

I have nothing to declare

I enclose a confidential statement

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or, if appointed, may result in my dismissal. I confirm that I am not on the Children's Barred List, or otherwise disqualified from working with children. I consent to the School processing the information given on this form.

Signature:	Date:

Please return applications to recruitment@luctonschool.org



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