

LEARN ACADEMIES TRUST APPLICATION FORM ~ CONFIDENTIAL

PLEASE RETURN APPLICATION TO: Office@Rhf.Learnat.Uk



Blaby Stokes CE Primary School



Church Langton CE Primary School



Great Bowden CE Academy



Husbands Bosworth CE Primary School



Lubenham All Saints CE Primary School



Market Harborough CE Academy



Meadowdale Primary School



Red Hill Field Primary School



Ridgeway Primary School



South Kilworth CE Primary School



St Andrews CE Primary School

1. POST DETAILS	
Post applied for:	Post ref:
Department:	Location:

2. PERSONAL DETAILS	
Family Name:	Other Names:
Previous Names:	National Insurance Number:
Title:	Contact Telephone Number:
Address:	Please only answer the questions below if they are a requirement on the Person Specification for this post
Post Code:	Do you have a current full Driving Licence? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Left Click on mouse over tick box to select)</i>
Email:	Do you have use of a vehicle? Yes <input type="checkbox"/> No <input type="checkbox"/>
Teacher number (if applicable):	

Learn Academies Trust

3. PRESENT EMPLOYMENT

(If you are not currently in employment please leave blank)

Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Basic Pay/grade:
	Other Pay:
Postcode:	Date Started:
	Period of Notice:

Present Employment - Outline of key duties and responsibilities:

4b. Break in Previous Employment History

Dates MM/YY		Reason for break
From	To	

5. REFERENCES

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email Address:	Email Address:
Telephone Number:	Telephone Number:
Title/ Position:	Title/ Position:
Relationship to applicant:	Relationship to applicant:

One of your references should be your present or most recent employer.
 For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees at the shortlisting stage.

6. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES

Please outline your experience, skills, knowledge and the competencies which you consider to be relevant to this post. Please use additional paper if necessary.

7. RELATIONSHIPS

Are you related to any employees of Learn Academies Trust?

Yes

No

If yes, please give details

8. EDUCATION

Qualifications gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	Date Achieved (MM/YYYY)	School/College/University

9. MEMBERSHIPS OF RELEVANT ORGANISATIONS

Professional Body/Association	Qualification/ Membership Level	Dates of Qual/ Membership (MM/YYYY)

10. RELEVANT PROFESSIONAL DEVELOPMENT (e.g. short courses attended/ certificates/awards)

Organising Body	Brief Details of Course	Duration	
		From	To

11. INTERVIEW ARRANGEMENTS

Please indicate below any dates when you would not be able to attend for interview:

12. DISABILITY/ HEALTH CONDITIONS

The Equality Act 2010 defines disability as '*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.*'

Do you consider yourself to be disabled? Yes/ No

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application?

13. DATA PROTECTION ACT

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Learn Academies Trust for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes.

14. CRIMINAL CONVICTIONS & CAUTIONS

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974

YES No

Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020

YES No

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides 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 about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO [Criminal Record Support Service | Help and Advice | Nacro](#) and UNLOCK [Unlock | independent charity for people with criminal records](#).

In addition, as this post is defined under Safeguarding Vulnerable Groups Act 2006 as a 'regulated activity' we will require the successful candidate to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for an enhanced check for a regulated activity.

Declaration: I have read and understand the above statement. If I have any convictions or cautions to declare (which are not protected by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020) I am aware that I will be asked **to supply written details of them at shortlisting stage** in a separate envelope marked 'private and confidential'

Signature:

Date:

15. DECLARATION

- I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to Learn Academies Trust using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I understand that if I don't tell you about any relationships with employees or governors at the School or Academy, or I neglect to tell you about any unspent criminal convictions including cautions, reprimands, warnings or that I am under investigation or have pending prosecutions (which are not protected by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020) and this is discovered after appointment, I could be dismissed without notice.
- I can produce the original documents of my qualifications, prior to any appointment.
- I understand that any canvassing, directly or indirectly, will be a disqualification.
- I understand I am required to provide documents proving eligibility to work in the UK, prior to any appointment
- I am prepared to undergo a medical examination, prior to any appointment.

Signature:

Date:

If you are applying online you will be required to bring a signed application with you to the interview.

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.

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16. MONITORING SECTION

Learn Academies Trust want to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The Trust needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely.

Department:	Based at:
Post Ref No:	
Application for post of:	

1) How would you describe your ethnicity?

a) White

British

Irish

Any other White background*

* please state below:

d) Black or Black British

Caribbean

African

Any other Black background*

* please state below:

Prefer not to state

b) Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background*

* please state below:

e) Chinese of Other Ethnic Group

Chinese

Any other Ethnic Group*

* please state below:

c) Asian & British Asian

Indian

Pakistani

Bangladeshi

Any other Asian background*

* please state below:

f) Gypsy / Traveller

Irish Traveller

Romany Gypsy

Any other Asian background*

* please state below:

2) My sex is:

Male

Female

Prefer not to state

3) My date of birth is:

Prefer not to state

4) The Equality Act 2010 defines disability as "A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities"

I consider myself to be:

Disabled

Non-Disabled

Prefer not to state

5) My religion is:

<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian (all denominations)	<input type="checkbox"/> Hindu
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> None	<input type="checkbox"/> Prefer not to state	<input type="checkbox"/> Other *
		* please state below: <input type="text"/>

6) My sexual orientation is:

<input type="checkbox"/> Bi-sexual	<input type="checkbox"/> Gay	<input type="checkbox"/> Lesbian
<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Transgender	<input type="checkbox"/> Prefer not to state
		<input type="checkbox"/> Other *
		* please state below: <input type="text"/>

7) My nationality is:

<input type="text"/>

8) Where did you see this vacancy advertised? (Please be specific e.g. Leicester Mercury/ Connexions/ Jobcentre Plus/ County Council Website/ Word of mouth):

<input type="text"/>

9) Do you work for Learn Academies Trust now? Yes No

If yes do you consider this job to be a promotion? Yes No

Office Use Only

Family Name	Other Names
<input type="checkbox"/> Short listed	<input type="checkbox"/> Interviewed
<input type="checkbox"/> Appointed	