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**JOB APPLICATION FORM**

**for teaching and non-teaching staff**

|  |  |
| --- | --- |
| **Job applied for:** | Click or tap here to enter text. |
| **Job code:** | Click or tap here to enter text. |

**Section 1 - Personal Information**

|  |  |
| --- | --- |
| **First name(s):** | Click or tap here to enter text. |
| **Second name(s):** | Click or tap here to enter text. |
| **Title:** | Mr  Mrs  Ms  Dr  other Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **Post code:** | Click or tap here to enter text. |
| **Phone number:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

**Under the Asylum & Immigration Act, you will be required to produce evidence of your right to work in the UK.**

**Do you have the right to legally live and work in the UK? Yes  No**

If “yes”, on what basis? Click or tap here to enter text.

If “no”, on what basis will you have the right to live and work in the UK by the commencement date of this job? Click or tap here to enter text.

**Is your permission to live and work in the UK time limited? Yes  No**

If “yes” please give details. Click or tap here to enter text.

**Do you have any professional or personal connection with a member of LCPS’s staff or management? Yes  No**

If “yes”, please give details: Click or tap here to enter text.

**Section 2 - Education & Professional Qualifications**

Please give details of qualifications obtained in chronological order. Please include any professional qualifications or government training schemes.

You will be required to produce relevant educational & professional certificates before an offer of employment is confirmed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **School / College / University / Professional Body** | **Qualification/Subject/ Course** | **Grade/Mark or Qualification(s) gained & attainment level** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Relevant Training**

Please list any other relevant training (e.g. short courses attended) and dates.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Qualification(s) gained** | **Awarding Body/Training Organisation** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Other Skills**

**Language (s) (spoken/ written):**

Click or tap here to enter text.

**Computer literacy:**

Click or tap here to enter text.

**Other skills relevant to the post:**

Click or tap here to enter text.

**For Teaching Posts Only**

**Do you have Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?**

**Yes  No**

If yes, please give date of recognition Click or tap to enter a date.

Please quote Teacher Reference Number (TRN): Click or tap here to enter text.

**Section 3 - Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current / Most Recent Employment** | | | |
| **Job title:** | Click or tap here to enter text. | **Current/ Most recent salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
|  | | **Period of Notice:** | Click or tap here to enter text. |
| **Reason for leaving or wanting to leave:** | Click or tap here to enter text. | | |
| **Please provide brief details of the responsibilities in your current (or last) post:** | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employment (listed in chronological order):** | | | |
| **Job Title:** | Click or tap here to enter text. | **Last Salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
| **Reason for leaving:** | Click or tap here to enter text. | | |
| **Please provide brief details of duties and responsibilities:** | Click or tap here to enter text. | | |
|  | | | |
| **Job Title:** | Click or tap here to enter text. | **Last Salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
| **Reason for leaving:** | Click or tap here to enter text. | | |
| **Please provide brief details of duties and responsibilities:** | Click or tap here to enter text. | | |
|  | | | |
| **Job Title:** | Click or tap here to enter text. | **Last Salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
| **Reason for leaving:** | Click or tap here to enter text. | | |
| **Please provide brief details of duties and responsibilities:** | Click or tap here to enter text. | | |
|  | | | |
| **Job Title:** | Click or tap here to enter text. | **Last Salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
| **Reason for leaving:** | Click or tap here to enter text. | | |
| **Please provide brief details of duties and responsibilities:** | Click or tap here to enter text. | | |
|  | | | |
| **Job Title:** | Click or tap here to enter text. | **Last Salary:** | Click or tap here to enter text. |
| **Name & Address of Employer:** | Click or tap here to enter text. | | |
| **Date Appointed:** | Click or tap to enter a date. | **Date Left:** | Click or tap to enter a date. |
| **Reason for leaving:** | Click or tap here to enter text. | | |
| **Please provide brief details of duties and responsibilities:** | Click or tap here to enter text. | | |
| (Please continue on a separate sheet if necessary) | | | |

**If you have any gaps in your employment, please indicate in the box below. You may be asked for further clarification at interview.**

Click or tap here to enter text.

**Have you ever been dismissed for conduct or capability reasons or asked to leave a place of employment? Yes  No**

If yes, please provide details on a separate sheet enclosed in an envelope.

**Section 4 - Supporting Statement**

**Please use this statement to demonstrate how you meet the person specification for the post.**

**Please address each person specification criterion on a point-by-point basis in the order that they are listed in the job description document. You should provide examples that demonstrate how you meet each specification, drawing on relevant aspects of your education and experience. Use additional pages as necessary.**

Click or tap here to enter text.

**Section 5 - References**

|  |  |  |  |
| --- | --- | --- | --- |
| All appointments are made subject to satisfactory references. Please provide details of two appropriate referees to whom confidential enquiries can be made. One of these should be your Line Manager in your current or most recent job and a similar individual from a previous employment. We reserve the right to contact any of your previous employers. **References will not normally be taken up until after interviews have taken place.** | | | |
| **Name:** | Click or tap here to enter text. | **Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. | **Position:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. | **Address:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. | **Telephone:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | **Email:** | Click or tap here to enter text. |
| **Relationship:** | Click or tap here to enter text. | **Relationship:** | Click or tap here to enter text. |

**Section 6 - Rehabilitation of Offenders Act 1975 (Exemptions) order 1975 (as amended 2013)**

**Do you have an convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) \*? Yes  No**

If yes, please give particulars (offence, judgement & date) on a separate sheet in a sealed envelope which will be returned unopened if you are not shortlisted.

**\*Posts involving providing a service to vulnerable adults or care, schooling, supervision, or training to children are exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants for these posts are not entitled to withhold information about convictions, cautions and bind-over’s which for other purposes are ‘Spent’ under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the College. Any information provided will be completely confidential and will be considered only in relation to the posts to which the order applies. 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 on the Disclosure and Barring Service website.**

**Section 7 - Declaration**

**I confirm that the information given on this form is, to the best of my knowledge, true, complete, and correct. I understand that if I have knowingly given information that is found to be false or have wilfully suppressed or omitted relevant information, my application will be rejected or, if I am employed, I will be liable for dismissal. I understand and accept that Trinity Open Learning reserves the right to seek verification regarding any information that I have provided and that any job offer is subject to satisfactory references, health clearance and checks regarding qualifications and eligibility to work in the UK.**

**Following a provisional offer of work being made, I agree to:**

* **Supply documentary evidence of my date of birth, address, and relevant qualifications and right to work in the UK.**
* **To undergo a disclosure and barring service check, should the nature of the post require it.**

**Signature of Applicant:**

**Date:** Click or tap to enter a date.

**If applying for a teaching post or work involving contact with children or vulnerable adults:**

**I declare that I am not on any barred lists, disqualified from work with children and/or vulnerable adults or subject to sanctions imposed by a regulatory body related to the role I am applying for e.g. The General Teaching Council (GTC) or the Institute for Learning (IfL).**

**Signature of Applicant:**

**Date:** Click or tap to enter a date.

**If you are returning this form by e-mail and unsigned, you will be bound by the declarations above when the College receives your e-mail. The information on this form will be treated in strict confidence. By signing this form, you agree to appropriate information being shared with other departments in the College and when necessary.**

**Completed application forms should be returned via e-mail to** [**hr@trinityopenlearning.co.uk**](mailto:hr@trinityopenlearning.co.uk)

**or by post to Recruitment, Trinity Open Learning, The Hub, 123 Star Lane, London E16 4PZ**

**We regret that the College is only able to contact shortlisted candidates. If you have not heard from us within four weeks of the closing date, please assume that your application was not successful. Unsuccessful applications will be destroyed after six months. Should you have any queries please contact the Human Resources Department by emailing recruitment@lcps.org.uk**