

## Vacancy Application Form

<b>Job title applied for:</b>	
<b>Location(s): please state which academy site(s) you are interested in</b>	

This application is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to vacancy advert and job description. Please ensure you complete ALL sections of the application form, otherwise it may need to be returned to you. Your application will be treated in the strictest confidence. Some of the sections are mandatory and these are marked with an \*.

You are able to submit a CV to accompany your application, but all sections of the application form must be completed.

### Personal Details

<b>Title*</b>	Mr / Mrs / Miss / Ms / Dr / Prof / Other
<b>First Name*</b>	
<b>Last Name*</b>	
<b>Previous/other names formally known by</b>	

### Home Address

<b>Current Address*</b>	
<b>Address Line 2</b>	
<b>City / Town*</b>	
<b>Country*</b>	
<b>Postcode*</b>	
<b>Email address*</b>	
<b>Phone number*</b>	

## Other Details

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?*	Yes	No	N/A
If YES, please provide details including details of any work permits required			
Please list any dates that you are not available for interview			

## Advert details

Where did you hear about this vacancy?*	
If a referral, please state the name of the employee who referee you	

## Academic / Professional / Relevant Qualifications

*Please detail your qualifications, summarising where appropriate, e.g GCSEs can be listed together under one establishment. Please continue on a separate piece of paper if you need more space and submit with your application.*

Academic Qualifications	
Establishment Name*	
Qualification(s)*	
Subject(s)*	
Dates (e.g 2000 - 2002)*	
Result(s)*	

Establishment Name*	
Qualification(s)*	
Subject(s)*	
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Result(s)*	

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Qualification(s)*	
Subject(s)*	
Dates (e.g 2000 - 2002)*	
Result(s)*	

Professional Courses / Memberships	
Course / Membership Title*	
Date achieved*	
Training Provider / Body*	
Qualification / Membership level*	

Course / Membership Title*	
Date achieved*	
Training Provider / Body*	
Qualification / Membership level*	

## Employment History

*Please enter details of your current employment first, followed by your previous positions in chronological order (i.e the most recent first). If you are not currently working please enter any previous employment details.*

Name of company*	
Location*	
Your position held at this company*	
Dates of employment (mm/yy)*	
Current salary	
Reason for leaving	
Notice period	
Brief outline of key responsibilities* (bullet points are acceptable)	

Name of company*	
Location*	
Your position held at this company*	
Dates of employment (mm/yy)*	
Current salary	
Reason for leaving	
Notice period	
Brief outline of key responsibilities* (bullet points are acceptable)	

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Your position held at this company*	
Dates of employment (mm/yy)*	
Current salary	
Reason for leaving	
Notice period	
Brief outline of key responsibilities* (bullet points are acceptable)	

Name of company*	
Location*	
Your position held at this company*	
Dates of employment (mm/yy)*	
Current salary	
Reason for leaving	
Notice period	
Brief outline of key responsibilities* (bullet points are acceptable)	

## References

You must supply us with at least two references, including all of the required contact information. One of your referees should be your present/most recent employer. Students should include their University/College tutor. We will not contact any of your references until an offer of employment has been made. If you have any concerns about providing references, please contact us on [talent@latrust.org.uk](mailto:talent@latrust.org.uk) to discuss.

We will not contact any of your references until an offer of employment has been made.

Space for up to 3 references are included below; you must provide details for **at least two**.

Name of referee*	
Employer / Organisation*	
Their position*	
Their phone number*	
Their email address*	
Your relationship to the referee*	

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Employer / Organisation*	
Their position*	
Their phone number*	
Their email address*	
Your relationship to the referee*	

Name of referee*	
Employer / Organisation*	
Their position*	
Their phone number*	
Their email address*	
Your relationship to the referee*	

## Additional Information

This section gives you the opportunity to tell us why you are right for the role you are applying for. Make sure you use this space to outline how your knowledge, skills and experiences meet the competencies required for this post (set out in the job description and/or personal specification). You can include experience and skills you have gained in current/previous employment, in addition to relevant experience outside of paid work e.g. that gained at home, through the community/volunteering or through leisure/college activities. Please ensure that you detail skills and interests that you have that will be beneficial to this role (e.g. IT skills, language skills, managing a team, etc).

Note that you can write your supporting statement in any format; continuous text, bullet points, etc. Just make sure it is easy to read and covers the main points you want to get across to the Hiring Manager(s). Please include any additional information that you feel the Hiring Manager(s) should be aware of that has not otherwise been detailed.

Leigh Academies Trust is committed to promoting equality and we value diversity which is why all applications are considered on merit only. The data you provide in this section will be confidential, stored separately to your application and used anonymously for monitoring purposes only. Your equality data will not be forwarded to the hiring manager(s) and will not be taken into consideration during the shortlisting or interviewing process. We use information provided by candidates in this section to continually review our processes and procedures to ensure we are fulfilling our commitment to our equality and diversity agenda.

### Safeguarding and Welfare of Children / Declaration & Criminal Records

Leigh Academies Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process across all academies and business units. All offers of employment are subject to an Enhanced DBS check and references.

Disclosure of a criminal background is required from those who will have access to children, i.e. the post for which you are applying. Candidates who are shortlisted and invited to attend an interview will be provided with a copy of Leigh Academies Trust's Self-declaration and Disclosure Form (in PDF format). Candidates must print this and bring a completed copy with them to the interview, and time will be allocated during the interview to discuss any information disclosed on the form. The role is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Any offer of employment will be dependent upon the completion of a satisfactory Enhanced DBS check.

### Online Checks for shortlisted candidates

To ensure that we comply with Keeping Children Safe in Education guidance, the Recruitment Team are required to undertake online checks for shortlisted applicants. Any search results that identify incidents or issues will be discussed during the interview. The processing condition under GDPR UK / DPA 2018 is that this is a regulatory requirement. Please visit Leigh Academies Trust's website to view the Recruitment Guidance for more information.

Sex (please circle)	Female    Male    Prefer not to say
Nationality	
Ethnic origin	
Sexual orientation (please circle)	Bi-sexual    Gay man    Gay woman    Heterosexual Other    Prefer not to say
Religion (please circle)	Buddhist    Christian    Hindu    Jewish    Muslim No Religion    Other    Prefer not to say    Sikh
Age range in years (please circle)	<20    21-25    26-30    31-40    41-50    51-59    >60
Would you describe yourself as disabled?	Yes    No
Are there any special arrangements which may be necessary if you are invited to an interview?	



## Declaration

Please read and agree to the candidate declaration, and sign and date the form below.

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the job. My name has not been placed on any list which disqualifies me from working with children. I confirm that I have read the above statements in respect of “Disclosure of Criminal Records/Sanctions” and understand the requirements of this position. I consent to the information contained in this form, and any other information received by or on behalf of the Trust relating to my application, being processed by the Trust in administering the recruitment process and to assist with the prevention and detection of fraud.

**I agree with the above declaration.**

Name (printed)	
Signature	
Date	

### What do I now do with my application?

- **Drop it off at any Leigh Academies Trust site**

Your application can now be returned to any Leigh Academies Trust location. Please take your application in a sealed envelope and address it ‘For the attention of the Site Manager / Office Manager’. It doesn’t have to be the site you are applying to work at.

- **Scan your application**

You can scan your application to [talent@latrust.org.uk](mailto:talent@latrust.org.uk)

- **Post your application**

You can post your application to the LAT Recruitment Team, but this will take longer depending on how you choose to send it. Our address is;

LAT Recruitment Team  
Leigh Academies Trust Head Office,  
Carnation Road,  
Rochester,  
ME2 2SX