



LEIGHTON PARK
FOUNDED 1890

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Position applied for	
Where did you see the post advertised	

Section 1 - Personal Details

Surname/Family Name		Former Names	
First Names			
Title		Date of Birth *	
UK National Insurance No			
Address			
Postcode		Country	
Home Telephone		Mobile Telephone	
Work Telephone		May we contact you at work?	Yes No
Email Address			
Teacher's Registered Practitioner or TRN number (if applicable)			
Are you registered with the GTC for England	Yes No	Do you have Qualified Teacher status?	Yes No
To your knowledge do you know any existing employees, volunteers, Governors or Trustees of the School? If so, please provide details			

* In line with the Safeguarding Children Guidance from Department for Children, Schools and Families we ask for your date of birth to ensure we can account for any gaps in employment.

Section 2 – Education & Professional Qualifications (Please start with the most recent)

Include in this section all the relevant qualifications. Please also indicate subjects currently being studied.

Subject/Qualification	Place of Study	Grade/result	Year

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Job Title			
Start Date		End Date (if applicable)	
Salary	£	Notice Period	
Brief description of your duties and responsibilities			
Do you/did you receive any employee benefits? If so, please provide details of these			
Reason for seeking other employment			

Section 5 – Previous Employment and/or activities since leaving secondary education

Please record below the details of your previous employment beginning with the most recent first. Please explain any gaps in employment in the 'Gaps in employment history' section below. Please add additional employers/information on a separate sheet.

Previous Employer 1

Employer Name			
Address			
Job Title			
From Date		To Date	
Salary	£	Benefits (if applicable)	
Reason for Leaving			
Description of your duties and responsibilities.			

Previous Employer 2

Employer Name			
Address			
Job Title			
From Date		To Date	
Salary	£	Benefits (if applicable)	
Reason for Leaving			
Description of your duties and responsibilities.			

Previous Employer 3

Employer Name			
Address			
Job Title			
From Date		To Date	
Salary	£	Benefits (if applicable)	
Reason for Leaving			
Description of your duties and responsibilities.			

Previous Employer 4

Employer Name			
Address			
Job Title			
From Date		To Date	
Salary	£	Benefits (if applicable)	
Reason for Leaving			
Description of your duties and responsibilities.			

Please add any additional employers/information on a separate sheet

Section 6 – Gaps in employment history

As stated in Section 5 please use this section to explain any gaps in your employment history since leaving full time education

Section 7 – Interests

Please give details of any interests, hobbies or skills that you could bring to Leighton Park School for the purpose of extra-curricular activities

Section 8 – Supporting Information

In this section 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 experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake this post.

(Please continue on a separate sheet if necessary)

Section 9 – Health

If your application is successful, you will be asked to complete a medical questionnaire and may be subject to a medical examination.

Are there any special arrangements you might require to attend an interview?

Yes

No

If yes, please give details here:

Section 10 – Criminal Records and Right to Work in the United Kingdom

As working in schools is classed as regulated activity, an offer of employment is conditional upon Leighton Park School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application you will be required to undergo a Disclosure and Barring Service check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).

Leighton Park School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings which would not be filtered in line with current guidance must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed on its own merits.

Have you been convicted by the courts of any criminal offence	Yes	No
Is there any relevant court action pending against you?	Yes	No
Have you ever received a caution, reprimand or final warning from the Police?	Yes	No
If 'you have circled YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "CONFIDENTIAL" with your Application Form		
Do you have the Right to Work in the UK?	Yes	No
The documents that are required in support of a DBS check can vary depending on your nationality. Please confirm your nationality to determine the correct ID process. Are you a national of the UK, the European Economic Area (EEA) or another country?	UK	EEA Other

Section 11 – 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 (if applicable). Neither referee should be a relative or someone known to you solely as a friend. Leighton Park School intends to take up references from all candidates before interview.

Referee 1	Referee 2
Name:	Name:
Relationship to the referee:	Relationship to the referee:
Organisation:	Organisation:
Address:	Address:
Occupation:	Occupation:
Telephone number:	Telephone number:
Email address:	Email address:
May we contact prior to interview? Yes No	May we contact prior to interview? Yes No

Section 12 – Recruitment

It is Leighton Park School's policy to employ people who best meet the requirements of our positions and to provide equality of opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their age, disability, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 13 – Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on any barring lists or prohibited from working with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to Leighton Park School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- I understand that if my application is successful I may be required to complete a medical questionnaire appropriate to the role.

Signature: Date:

Please email the completed Application Form to apply@leightonpark.com or post it to:
HR Department, Leighton Park School, Shinfield Road, Reading, Berkshire, RG2 7ED