



# APPLICATION FOR EMPLOYMENT WITH LEICESTER GRAMMAR SCHOOL TRUST

## CONFIDENTIAL

This form must be completed in full and in black ink. Please do not substitute with a C.V.  
Any apparent gaps in the form or the employment record may lead to the return of the form for completion

Post applied for: .....DfE No. [if applicable] .....

Where was the position advertised:.....

**PERSONAL DETAILS** (to be completed in block capitals please)

Title Dr Mr Mrs Ms Miss ..... Surname .....

Former name [if any].....

Forename(s) .....

Address.....

..... Post Code .....

Home Tel. No ..... Daytime Tel. No..... Mobile No .....

E-mail address: .....Date of Birth.....

Do you possess a current driving licence? Yes / No    Do you have the use of a car? Yes / No

<b>EDUCATION</b>				
Secondary School/College/University	From	To	Qualifications	Grade/Level

<b>ANY OTHER TRAINING</b> (Please give details of any specialised training courses attended that are relevant to your application for this post)			
Training Organisation	From	To	Course title and qualification obtained

Membership of Professional/Technical Institutions

**PRESENT/MOST RECENT EMPLOYER**

Employer's Name and Address .....

.....

Post Held ..... Current/Last Salary £.....

Date/s Employed ..... Period of notice required .....

Reason for wishing to leave .....

Please give a brief description of your duties and responsibilities

**PREVIOUS EMPLOYMENT HISTORY** (Most recent first)

Previous Employer / Organisation (most recent first)	Position held and brief description of duties/responsibilities	Dates		Reason for Leaving
		From	To	

**PREVIOUS EMPLOYMENT HISTORY** (continued)

Previous Employer / Organisation (most recent first)	Position held and brief description of duties/responsibilities	Dates		Reason for Leaving
		From	To	

**VOLUNTARY/UNPAID WORK**

Organisation	Position held and brief description of duties/responsibilities	Dates

**ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION**

(Please give details of your key achievements and the skills and experience you possess, which you consider to be relevant to your application. Hobbies and interests can be noted here. Please state briefly the reasons for your application). Please use additional sheets and attach if necessary.

**PERMISSION TO WORK IN THE UK**

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?

Yes  No

If you are successful in your application would you require permission to work in the UK?

Yes  No

*(If requested to attend interview, please bring the original permit along with you)*

## CONVICTION/DISQUALIFICATION

### Protection of Children: Disclosure of Criminal Background

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.

Upfront 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 by the Business Director. If you would like to discuss this beforehand, please telephone in confidence to the Business Director for advice.

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.

You should be aware that the Trust will institute its own checks on successful applicants with the Disclosure and Barring Service.

If the findings of the DBS contradict the above disclosure or are unacceptable or if you fail to declare any convictions (that are not subject to DBS filtering) this may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Delete as applicable:

I have nothing to declare / I enclose a confidential statement

## REFERENCES

Please give the names and addresses of two professional referees whom we may contact. One should be your current or most recent employer (or course tutor, if you are currently in full time education). Family members should not be named as referees. References will normally be taken up in advance of an interview for any post at the Trust's schools unless a written request is made to the contrary at the time of application. In any event confirmation of appointment cannot be made until satisfactory references have been received.

Name: .....

Position:.....

Organisation: .....

Address: .....

.....

.....

Tel No: .....

E-mail: .....

Name: .....

Position:.....

Organisation: .....

Address: .....

.....

.....

Tel No: .....

E-mail: .....

**EQUAL OPPORTUNITIES**

Leicester Grammar School Trust actively operates and promotes a policy of Equal Opportunities to our partners and employees. It is the Trust's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic origin, national origin, sex, sexual orientation, religion or belief, pregnancy, trans-gender status, marital or civil partnership status, age or disability.

**LINKS WITH LEICESTER GRAMMAR SCHOOL**

If you have any family or close relationship with any existing employee or Trustee of Leicester Grammar School Trust (comprising Leicester Grammar School, Leicester Grammar Junior School and Stoneygate School) please identify the relationship here and/or if you have a child/children at any of the Trust's Schools please state:

.....

**DATA PROTECTION**

All data will be held by Leicester Grammar School Trust, processed in accordance with the Data Protection Act 1998, used solely for administration and statistical purposes and will not be divulged to a third party.

**DECLARATION**

I certify that the above information is, to the best of my knowledge, true and complete and I understand that if any details are found to be false, any offer of employment may be withdrawn, or employment terminated. I further understand that canvassing Members of the Board or Senior Managers either directly or indirectly will disqualify me from appointment. I authorise the Trust to obtain references to support this application once an offer has been made and accepted and release the organisation and referees from any liability caused by giving and receiving information.

Signature ..... Date .....

**In providing this information to the Trust you are agreeing to the information being processed by the Trust. For further information about how the Trust collects and uses personal data and ensures that it is acting in accordance with the GDPR and other data protection legislation please refer to the Trust's Privacy Statement, available on our website.**

**Please return this form to the HR Department  
Leicester Grammar School Trust, London Road, Great Glen, Leicestershire LE8 9FL**