| **Application for post of:** | **Job ref:** |
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| Please return your Application Form to Aspire Academy, South Gypsy Road, Bexleyheath, Welling, DA16 1JB or email [Heather.hopkins@aspire.lseat.org.uk](mailto:Heather.hopkins@aspire.lseat.org.uk) and/or [Julie.arkwright@aspire.lseat.org.uk](mailto:Julie.arkwright@aspire.lseat.org.uk) . Please complete all sections, reference to your CV will not be considered. | |

| The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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| \*mandatory fields – please note if these fields are not completed your application will not be processed and will be automatically rejected |
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| **Personal Information** (BLOCK CAPITALS) | | | | | |
| --- | --- | --- | --- | --- | --- |
| \*Surname: |  | | \*Other Names: | |  |
| \*Title: (Dr/Mr/Mrs/Miss/Ms) |  | | \*Previous Names: | |  |
| \*Address: | | | | | |
| Tel. No. | | Mobile No: | | \*Email address: | |
| Do you possess a current driving licence? YES/NO | | | Do you have the use of a car? YES/NO | | |
| \*Do you possess the right to live and work in the UK?  *(Original documentation will be required)* | | | YES/NO (delete as appropriate) | | |
| Do you have any holiday commitments for the next 2 months? | | |  | | |
| Where did you see this post advertised? | | |  | | |

| **Secondary School Education** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Institution | | | Full/Part Time | Course/Subjects | | Qualifications gained with grades | |
|  | | |  |  | |  | |
| **Other Education and Formal Training** | | | | | | | |
| From | To | Name of Training Institution | Full/Part-time | Course/Subjects  (including levels studied) | | Qualifications with grades and date awarded | |
|  |  |  |  |  | |  | |
|  | | | | | | | |
| **Present or most recent employment** | | | | | | | |
| Job Title: | | | | | | | |
| Name of the Employer: | | | | | | | |
| Address: | | | | | | | |
| Current salary: Other remuneration e.g. benefits: | | | | | | | |
| Date appointed: Date of leaving: | | | | | | | |
| If currently employed, how long is your notice period? | | | | |  | |  |
| Reason for leaving: | | | | | | | |
| Details of the duties and responsibilities in your present or most recent employment. Please attach a copy of your Job Description if available. | | | | | | | |
|  | | | | | | | |

| **Previous Employment**  Please start with the most recent employment and explain **all gaps** in your employment history, including any voluntary activities/roles. Applications will be rejected if any gaps are unexplained.  For additional reference purposes the Academy may elect to contact any of your former employers. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Period of Service | | Name of Employer and Address and Contact Details | Salary | Job Title/Key Tasks | FT/PT | Reason for Leaving |
| From Mth. Yr | To  Mth. Yr. |
|  |  |  |  |  |  |  |

| **Supporting Statement**  Please use this section to tell us how you believe you meet all of the essential and desirable (if applicable) requirements of the **Person Specification** for the role you are applying for.  Please refer to any **community, voluntary work, leisure interests or activities** which you consider are relevant to this role.  Please continue on a separate sheet if required. Please note your **CV will not be accepted**. |
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| **Knowledge and Experience** |
| **Skills** |
| **Other qualities** |

| **References**  **Please give the names of two referees. One must be your current or most recent employer, being the Head of School, HR department or Company Director. The second must be your previous employer, or if employed currently for more than 5 years, a character reference by someone unrelated to you, known to you for at least 2 years. If you have never been employed you should give details of a teacher or university lecturer who has known you for at least two years.**  **We will only seek references for the preferred candidate(s) and the information will be used to either confirm or withdraw any conditional offers of employment.** | |
| --- | --- |
| **Current/recent employer**  Name:  Position:  Organisation:  Address:  Telephone:  Email:  **Please confirm you agree for this person to be contacted prior to interview Y/N** | **Previous employer if n/a character reference**  Name:  Position:  Organisation:  Address:  Telephone:  Email:  **Please confirm you agree for this person to be contacted prior to interview Y/N** |

| **Disclosure and Barring Service (DBS) Check** | |
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| This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of that Act. If you have a conviction, regardless of how long ago the offence may have occurred or its seriousness, it **MUST BE DISCLOSED.** You will be subject to a DBS check and where appropriate a Barring check. Any offers of appointment may be withdrawn if these checks prove to be unsatisfactory to the Academy. If you fail to make a full disclosure or provide sight of your DBS certificate then your offer of employment is likely to be withdrawn.  Place of Birth: Length of time at present address:  Have you ever been convicted by a court of any offence (other than Road Traffic offences): Yes\* 🗆 No\*🗆  If the answer is YES give details of conviction(s) and continue on a separate sheet if necessary.  \***I confirm that the information given by me is correct and that I hereby give my express consent for a DBS and where applicable a Barring check to be carried out and I will provide the Academy with sight of my original DBS certificate within 14 days of receipt. (I understand that if I withhold my express consent for these checks to be made my application is unlikely to be considered further and any conditional offer of employment is likely to be withdrawn).** | |
| **I declare that the information I have supplied on this form is true and accurate to the best of my knowledge. I give my consent for us to use the information and contact details I have provided in order to make informed recruitment decisions regarding my application.** | |
| Signature: | Date: |
| We collect and keep information from unsuccessful job applicants’ job applications typically for a period of up to 6 months after filling the post. If you do not want us to do this, please indicate by ticking the box below.  I do not want you to keep my details on file if I am unsuccessful in my application (tick as appropriate)   |  | | --- | | |

| **Section 13 - Disability** | |
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| LSEAT Bexley is committed to ensuring that employees who have a disability are given every possible assistance in the workplace, and have achieved the ‘Positive about Disabled People’ award, which gives all disabled applicants who meet the essential criteria in the person specification the opportunity to be interviewed. | |
| **What do we mean by a disability?**  The Disability Discrimination Act defines disability as ‘a physical or mental impairment with long term, substantial effects on ability to perform day to day activities.  **Examples of Disabilities**  The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question.   * Hearing, Speech or Visual Impairments – if you wear glasses or contact lenses this is not normally considered a disability * Co-ordination, dexterity or mobility e.g. polio, spinal cord injury, back problems, repetitive strain injury * Mental health e.g. schizophrenia, depression, severe phobias * Speech Impairment e.g. stammering * Learning Disabilities e.g. Down’s syndrome * Other Physical or medical conditions e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc. | |
| **Guaranteed Interview Scheme**  As part of our commitment to equalities and diversity, we operate two schemes to ensure that candidates are not prevented from demonstrating their true abilities during the selection exercise.   * **The Guaranteed Interview Scheme** – we will interview all applicants with a disability who meet the minimum criteria for the post and consider them on their abilities   We have a commitment to make **Reasonable Adjustments** to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not they have a disability, is unfairly prevented from demonstrating their true abilities. | |
| Do you consider yourself to be disabled? Yes ☐ No ☐ | |
| Please state the type of disability you have: |  |
| Please give details of any reasonable adjustments you may require: |  |