Logo

Description automatically generated**Light Years Education – Application Form**

**Safeguarding Information**

Light Years School is committed to keeping children safe. Before completing this form, please visit our website to read our Safeguarding and Child Protection Policy, including our Safer Recruitment Policy for important safeguarding information relating to your potential employment at Light Years School.

**Data Protection Notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

* You have given us your consent.
* We must process it to comply with our legal obligations.

**Vacancy Information**

Please complete the following table by providing an answer to the following questions / statements.

|  |  |
| --- | --- |
| Application for the post of: |  |
| Where did you first hear about this job? |  |
| What date are you available to begin a new post? |  |

**Instructions**

* Please complete all sections of this form using black ink or type.
* Please send your application electronically to [info@lightyearseducation.co.uk](mailto:info@lightyearseducation.co.uk). If you want to complete this form and send it to the school, please email the email address and the school will inform you of the mailing instructions.
* The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.
* Applications will only be accepted if this form is completed in full.

1. **Applicant Details**

|  |  |
| --- | --- |
| **Personal Details** | |
| First Name |  |
| Surname |  |
| Preferred Title |  |
| Previous Surnames |  |
| If you prefer to be called by a name other than the one listed above, please specify |  |
| National Insurance Number |  |
| **Contact Details** | |
| Address |  |
| Postcode |  |
| Home Phone Number |  |
| Mobile Phone Number |  |
| Preferred Phone Number |  |
| Email Address |  |
| **Disability and Accessibility** | |
| Light Years School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | |

|  |  |
| --- | --- |
| **Teaching Positions: Right to Work in the UK** | |
| Do you have the right to work in the UK? | Yes / No (Please delete as appropriate) |
| If yes, please state on what basis:  (Please delete as appropriate) | UK citizen |
| EU settled status |
| Skilled worker visa |
| Graduate visa |
| Youth mobility visa |
| Other – please provide full details in the box below |
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| **Time Spent Living and/or Working Overseas** | |
| Have you spent time living and/or working outside of the UK? | Yes / No (Please delete as appropriate) |
| If yes, please give details, including countries and relevant dates: |  |

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| **Relationship to the School** | | |
| Please list any personal relationships that exist between you and any of the following members of the school community:   * Governors / Directors * Local Governors * Staff * Pupils   If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at the School** |
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| 1. **Employment History** | | | | | | | | | |
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| **Current Employment** | | | | | | | | | |
| Employer Details (please include **name**, **address**, **email**, **phone number**) | | | Title | | Age range | | School Type | Current Salary | |
|  | | |  | |  | |  | £ | |
| No. on roll | | Part-time or full-time | | Permanent or Temporary | Dates Employed | |
|  | |  | |  |  | |
| Description of Responsibilities | | | | | | | | | |
|  | | | | | | | | | |
| Reason for Leaving | | | | | | | | | |
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| **Previous Employment** | | | | | | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | | | | | | |
| Job Title | Name and Address of Employer | | | Description of Responsibilities | | Reason for leaving | | | Dates Employed |
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| **Employment Gaps** | | |
| Start Date | End Date | Reason for Employment Gap |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap. | | |
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**3. Education and Training**

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| **Education and Qualifications** | | |
| Please provide details of your education from secondary school onwards. You’ll be required to produce evidence of your qualifications. | | |
| Date attend (month and year) | Name and Location of school/college/university (start with the most recent) | Qualifications gained (grades, awarding body, date of award) |
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| **Training and Professional Development** | | | | |
| Please give details of training and/or professional development courses undertaken that are relevant to your application. | | | | |
| Course dates | Length of course | Course title | Qualification obtained | Course provider |
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| **Teacher Status (please complete this section if you are applying for a teacher role only)** | |
| Teacher reference number |  |
| Do you have QTS? |  |
| QTS certificate number (where applicable) |  |
| **Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?** |  |
| **Are you subject to a General Teaching Council sanction or restriction?** |  |

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| **Driving Licence Details** | |
| Do you have a valid driving licence? | Yes / No (Please delete as appropriate) |

4. **Supporting** **Statement**

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| **Supporting Statement** |
| Please complete a supporting statement explaining why you’re applying for the post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.  This should not extend more than one page of A4. |
|  |

**5. References**

Please give the names of 2 people who can comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

Light Years School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

|  |  |
| --- | --- |
| **1st Reference** | |
| Name |  |
| Relationship to you |  |
| Address and postcode |  |
| Contact Number |  |
| Email address |  |
| Is this your current employer? |  |

|  |  |
| --- | --- |
| **2nd Reference** | |
| Name |  |
| Relationship to you |  |
| Address and postcode |  |
| Contact Number |  |
| Email address |  |
| Is this your current employer? |  |

If you do not wish for Light Years School to contact your referees without your prior agreement, please tick this box: ☐

**6. Equalities Monitoring**

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

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| equalities monitoring information | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  | |  |  |  |  |  |
| **What is your sex?** | | ☐ Male  ☐ Female | | | | | | | | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | | | | | | | |

**7. Disclosure and Barring and Recruitment Checks**

Light Years School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

**It is an offence to seek employment in regulated activity if you are on a barred list.**

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Light Years School privacy notice.

**Do you have a DBS certificate?:** Yes / No Date of check:

*(Please delete as appropriate)*

If you’ve lived or worked outside of the UK in the last 5 years, Light Years School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** Yes / No

*(Please delete as appropriate)*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**8. Signature**

|  |  |
| --- | --- |
| Name (please print) |  |
| Sign |  |
| Date |  |