



Application Form

Lord Grey Academy welcomes the addition of a CV but as an addition only. Each section of the application form **must** be completed. A "please see CV" statement is not sufficient.

For post of:
Please complete using black ink or type.

Data Protection Act 1998
Any personal data entered on this form may be held electronically by Lord Grey Academy for the purpose of recruitment, selection and in any employment offered.

Personal Details (block letters please)

Title: (Mr/Mrs/Miss/Ms/Dr)

Surname: _____ Any Previous Surname/s: _____

Forename(s): _____

Address: _____

Telephone numbers: Home: _____ Work: _____ Mobile: _____

Email: _____

N.I. number: _____ DfE number (teachers only): _____ Date Issued: _____

Current or most recent employment

Employers name & address: _____ Start Date: _____

Finish Date: _____

Job Title: _____

Telephone number: _____ Salary/scale point: _____

Fax number: _____ Reason for leaving: _____

Email: _____ Notice required: _____

Brief Description of duties and responsibilities:

Previous Employment (most recent first)					
Job Title	Name & Address of Employer	Duties & Responsibilities	Reason for Leaving	Dates	
				From	To

Qualifications/Training				
Please give details of secondary schools, colleges and universities attended with examination passed/qualifications obtained. Include membership of relevant professional institutions. Evidence of qualifications will be requested.				
From	To	School, College, University	Examinations taken or to be taken	Grades obtained

I can confirm that I can provide official documentation to confirm the qualifications listed above.

Signed _____

In Service Training/Continuing Professional Development (CPD)

Please give details on the most recent and relevant courses undertaken and the outcomes. Please indicate any awards earned.

Course Title	Provider	Duration	Dates

Support of Application

Please provide a statement of application for the post you are applying for. Please pay particular attention to the person specification. Please give **evidence** of your knowledge, skills and personal qualities.

Please continue on a separate sheet if necessary.

Additional Information

Are you related to or friends with any employee or governor of this Academy? Yes No

If yes please state name of person and relationship.....

How did you hear about this post? If in a journal/newspaper/website please give its name:

References	
<p>Please give the names, addresses, telephone numbers of two referees, one of who should be your current (or most recent) employer and for teachers this should be your headteacher. Please note that references will be taken up for shortlisted candidates prior to interview.</p> <p>For all posts, Lord Grey Academy will take up references from your all employers for the previous 5 years in addition to the two detailed below. If you were known to either of your referees by another name please give details.</p>	
Name: Post Title: Business Address: Tel No: E-mail:	Name: Post Title: Business Address: Tel No: E-mail:
In what capacity do you know the above?	In what capacity do you know the above?
Asylum and Immigration Act 1996	
<p>In accordance with Section 8 of the Asylum and Immigration Act 1996, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce relevant identity and right to work documentation before the commencement of any employment offered.</p> <p>I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation.</p> <p>Signature Date</p>	
Rehabilitation of Offenders Act 1974	
<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information or details relating to any criminal offence including cautions, convictions or any order, civil or criminal, made by a Court of Law.</p> <p>Please provide details of any criminal convictions on the Confidential Information and Equalities Monitoring Form at the end of this application which will be detached prior to shortlisting. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying, once the selection process is completed.</p> <p><i>Please delete as appropriate.</i></p> <p>Have you ever been convicted of a criminal offence or received a police caution or been made the subject of any order, civil or criminal, made by a Court of Law? Yes No</p>	
Declaration	
<p>I certify that, to the best of my knowledge, the information provided and the statements made in this application are true and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal. I understand that references will be taken up should I be selected for interview.</p> <p>SignedDate</p>	
Sharing Application Details	
<p>In the event that you are unsuccessful in your application for a role at Lord Grey Academy your application may also be shared with other Schools who are currently recruiting. If you do not agree to your information being shared please indicate below:</p> <p>I do not agree to this application form being shared with other Schools <input type="checkbox"/></p>	

Offers of employment are subject to satisfactory references, medical and an enhanced DBS checks.

**CONFIDENTIAL INFORMATION
AND
EQUALITIES MONITORING FORM**

DATE:

POSITION APPLIED FOR:

Lord Grey Academy supports equal opportunities and fair treatment for all students, staff and users, and stands firmly against any discrimination because of race, religion, culture, gender, age, sexual orientation, social background, disability or offending behaviour.

To help us monitor the effectiveness of this policy, we would be grateful if you would complete this form. **This form will be separated from your application prior to the shortlisting process.** The information will be treated in confidence and will be used for statistical purposes only. Information concerning criminal records is mandatory and will be considered if you are shortlisted and then only in relation to the role applied for.

Rehabilitation of Offenders Act 1974

This post is exempt for the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore not entitled to withhold information relating to criminal convictions. In the event of employment, any failure to disclose convictions could result in dismissal or disciplinary action by the governing body. Any information given about convictions will be completely confidential. *Please delete as appropriate.*

Have you ever been convicted of a criminal offence or received a police caution or been made the subject of any order, civil or criminal, made by a Court of Law? **Yes** **No**

If yes, please give brief indication of type and date of offence. You may be asked for more detail if your application is successful.

Signature.....

The Equalities Act

You are disabled under the Equality Act if you have a physical or mental impairment that has a “substantial” and “long-term” negative effect on your ability to do normal daily activities.

Do you consider yourself to have a disability: **Yes** **No**

If yes, please give a brief indication of the type of disability and any reasonable adjustments that would be necessary to assist you in the workplace.

Gender

Please delete as appropriate: I am: Male Female

Age Group

Please delete as appropriate: under 25, 26 to 35, 36 to 45, 46 to 55, 56 to 65, over 65

Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.

- a) White
 - British
 - Irish
 - Any other White background
- b) Mixed
 - White and Black Caribbean
 - White and Black African
 - White and Asian
 - Any other mixed background
- c) Asian or Asian British
 - Indian
 - Pakistani
 - Bangladeshi
 - Any other Asian background from within (c)
- d) Black or Black British
 - Caribbean
 - African
 - Any other Black background within (d)
- e) Other ethnic groups
 - Chinese
 - Any other ethnic background
 - Did not wish to be recorded
 - Not obtained

Additional Information

Is there any other information that you would like us to be aware of e.g. if you are called for interview will you require any special arrangements for access to Lord Grey Academy?

If yes please give details

Thank you for taking the time to complete this form, please return to: hr@lordgrey.org.uk or HR Office, Lord Grey Academy, Rickley Lane, Bletchley, Milton Keynes, MK3 6EW.

The completion of the Additional Information section of this form is completely voluntary.