Lapwing Application Form

*Lapwing Education is committed to safeguarding and promoting the welfare of children and young people and all appointments will be subject to an enhanced DBS check.*

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| Name of applicant: |
| Position applied for:  |
| Date of application: |
| Are you an existing Lapwing employee? (please circle) Yes No |
| Indicate here if you are friends with or related to any employee, trustee or senior executive of Lapwing and give their name. Please state none if appropriate. |
| Please state how you heard about this vacancy: |
| General Data Protection Regulation (GDPR) |
| This application form has been designed to provide us with sufficient basic information to carry out a preliminary assessment of your suitability for the post. The information you supply in this form is confidential and will only be used by those involved in the appointment in line with the GDPR. If you are successful we will hold your data securely during the time of your employment and for 6 years after the termination of your employment. If unsuccessful we will destroy all data securely. For more information please see our Data Protection Policy.  |
| Personal Details |
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| Title (please tick): Mr |  |  Mrs |  |  Miss |  |  Ms |  | Other (please specify): |  |
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| First name: |  | Do you hold a current UK Driving License? |
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| Middle name: |  | Yes |  |  No |  |  |
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| Last name: |  | Have you any driving convictions or endorsements? |
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| Address: |  | Yes |  |  No |  | *(If YES please specify below)* |
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|  |  | Do you have a car available for business use? |
| Postcode: |  | Yes No |
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| Telephone No. (Home): |  | Do you have a disability? Yes |  |  No |  |  |
| Mobile: |  | *(If YES please give brief details. This information will not affect your application but will help us to make appropriate adjustments as required) The definition of disability under the Equality Act 2010 is 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.*  |
| Email: |
| National Insurance Number: |
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| If appointed, you will be required to submit proof of your right to work in the UK. Do you require a work permit to work in the UK? |  | Yes No |
| If you have any conditions related to your right to work in the UK, please give full details below. |

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| Employment History |
| Please start with your present or most recent employment and work backwards. Include paid and unpaid work, as well as periods of unemployment and self-employment. Any discrepancies/gaps in employment dates will be investigated. If necessary, continue on a blank sheet |
| Name and Address of Company | Dates Employed | Position Held / Brief Summary of Roleand Reason for Leaving |
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| Salary Expectations and availability to work |
| Please indicate your most recent annual salary: |
| Please indicate your availability to work/hours available and flexibility: |
| What is your current notice period?  |

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| Education |
| Name of School/College/University |  | Dates Attended |
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| Qualifications including membership of professional bodies |
| Qualifications Gained | Dates Obtained | Awarding/Statutory Body | Registration No. |
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| Other relevant training and development e.g. short courses, skills training, external awards etc. |
| **Training/Course/Activity** |  | **Year** |
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| IT Skills (please tick the box that most accurately describes your skill level) |
| **Software/Skill** | **No knowledge** | **Basic** | **Competent** | **Advanced** |
| Word |  |  |  |  |
| Excel |  |  |  |  |
| Outlook (Email / Calendar) |  |  |  |  |
| Databases |  |  |  |  |
| Other (please state) |  |  |  |  |

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| Future Training and Development |
| Please give details of any training needs you think you may require to perform to the best of your ability in the post you are applying for, or any personal development aspirations you have. |
| Personal Statement |
| This part of the form gives you an opportunity to provide further information in support of your application. Please state how previous and present experience enables you to satisfy the essential and desirable criteria on the person specification. Please give examples and link these to the criteria headings on the person specification. You may also include additional information e.g. your reasons for applying and anything else you think may be relevant to your application. |

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| References |
| Please state below the names and contact details of two referees (including your current or last employer). Referees should not be relatives or personal friends but should be from two different employers, operating in a senior management position and with the authority to provide references on behalf of that organisation. We reserve the right to contact any previous employer or education establishment mentioned on this application.Normally references will be requested for all candidates prior to interview unless you ask us not to by ticking the “no” boxes below. This will not affect our decision to invite you for interview. However, references will need to be taken at some stage if you are successful. We operate a policy of open references which means that you may read the reference supplied upon request.In relation to work with children we will also seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any conerns about this please contact Wil Fletcher on 01473 621762 to discuss these issues. |
| Name: |  | Name: |
| Job title: |  | Job title: |
| In what capacity do you know the referee? |  | In what capacity do you know the referee? |
| Address: |  | Address: |
|  |  |  |
| Telephone: |  | Telephone: |
| Email: |  | Email: |
| Contact before interview: YES NO |  | Contact before interview: YES NO |

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| Recruitment of Ex-Offenders / Criminal Record Declaration |
| The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 so you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. For further information please refer to DBS filtering guidance available at [www.gov.uk/dbs](http://www.gov.uk/dbs).Having a criminal record will not necessarily prevent you from being offered employment. It is important that applicants understand that failure to disclose all convictions, cautions, reprimands and final warnings that are not ‘protected’ could result in disciplinary proceedings or dismissal. Further advice can be obtained from Nacro at www.nacro.org.uk.Do you have any convictions, cautions, reprimands and final warnings that are not ‘protected’ by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013? Yes No If you have answered yes, please provide details of your criminal record in the space provided below. Alternatively, you can disclose your record under separate cover stapled to this form. The envelope should be marked CONFIDENTIAL and state your name and the details of the position applied for.Please provide details of your unspent convictions below:If you have provided details of your criminal record under separate cover, please tick this box.  |
| Declaration |
| I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions of my employment imposed by a regulatory body or the Secretary of State.By signing below, I confirm that the information given on this form is, to the best of my knowledge, complete and correct. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.Signature of applicant Date |