

# Application form

This application form is to be completed by **everyone** applying for a position with the Lime Trust.

Please return this application form to the email or postal address detailed within the advertisement and recruitment pack.

All contents of this application form are treated as highly confidential.

## Post details that you are applying for

Post title:	Salary: £
School:	Closing date:

## Your personal details

Surname/family name:	First name:	
Preferred title: Mr Mrs Miss Ms	Do you have the right to work in the UK? Yes No	National Insurance Number:
Permanent private address:		
	Postcode:	
Telephone (day):	Telephone (evening):	
Mobile:	Email:	
Do you speak any of other languages? If so which?:		

## Teachers only to complete this section

Do you require a Certificate of Sponsorship? Yes No	Visa Expiry Date:	Can you produce QTS Certificate? Yes No	Date QTS awarded:
Are you registered with the DFE? Yes No	DFE reference number:		
Have you successfully completed a period of induction as a qualified teacher in this country? Yes No If YES, date of completion:			

## Your present employment information

Present post (title):		Full-time	Part-time	Job share
Date appointed:	Current salary: £	Additional allowances (e.g. TLR/SEN)		
Name of present employer:				
Address of present employer:				
Postcode:		Telephone:		
Type of school/establishment:			Number of pupils on roll:	
Name of Education Authority, Trust or Private Organisation:				
Reason for leaving (if no longer employed):				

## Your education background

Name of organisation:	Dates		Qualifications including membership of any relevant professional association
	From	To	
Secondary school, Further Education college:			
Higher Education:			
Further postgraduate study:			

## Teachers only to complete this section

For what age range were you trained?	Main teaching subjects offered:	Additional subjects offered:
--------------------------------------	---------------------------------	------------------------------

## Professional development courses attended within the last five years

Title (e.g. NPQML/NPQSL/NPQH/NVQ)	Organising body	Duration	
		From	To

Please provide your professional registration number and send in a photocopy of your certificate.

**Previous employment history (please enter most recent first)**

<b>1</b>	LA/Employer's name/address/ school name if applicable:	Job title (inc. area of responsibility if applicable):		Exact dates employed: (e.g.) 01/09/03 to 30/04/06	
		Type of School Community/Academy/ Independent etc:	Age Range Infant/ Primary/Secondary:	No. of pupils on roll:	Reason for leaving:

<b>2</b>	LA/Employer's name/address/ school name if applicable:	Job title (inc. area of responsibility if applicable):		Exact dates employed: (e.g.) 01/09/03 to 30/04/06	
		Type of School Community/Academy/ Independent etc:	Age Range Infant/ Primary/Secondary:	No. of pupils on roll:	Reason for leaving:

<b>3</b>	LA/Employer's name/address/ school name if applicable:	Job title (inc. area of responsibility if applicable):		Exact dates employed: (e.g.) 01/09/03 to 30/04/06	
		Type of School Community/Academy/ Independent etc:	Age Range Infant/ Primary/Secondary:	No. of pupils on roll:	Reason for leaving:

<b>4</b>	LA/Employer's name/address/ school name if applicable:	Job title (inc. area of responsibility if applicable):		Exact dates employed: (e.g.) 01/09/03 to 30/04/06	
		Type of School Community/Academy/ Independent etc:	Age Range Infant/ Primary/Secondary:	No. of pupils on roll:	Reason for leaving:

<b>5</b>	LA/Employer's name/address/ school name if applicable:	Job title (inc. area of responsibility if applicable):		Exact dates employed: (e.g.) 01/09/03 to 30/04/06	
		Type of School Community/Academy/ Independent etc:	Age Range Infant/ Primary/Secondary:	No. of pupils on roll:	Reason for leaving:

## Supporting statement

You must use this section to tell us how your knowledge, skills and experiences match the requirements of the job set out in the person specification.

If necessary, please continue onto the next page.

**Supporting statement continued (if necessary)**

## ADDITIONAL INFORMATION

Are you related to a Trustee, Member, Governor or Senior Officer of the Trust or Local Authority?  Yes      No	If YES, state the name and relationship:
----------------------------------------------------------------------------------------------------------------------	------------------------------------------

**N.B. canvassing or failure to disclose a relationship will disqualify you.**

### Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “spent”. 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 on the Disclosure and Barring Service website:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/240164/Filtering\\_guidance\\_v1\\_5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf)

Please complete the following questions, taking into account the DBS filtering guidance.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?  Yes      No
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If YES, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?  Yes      No
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If YES, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form.

Do you have any criminal charges or summonses pending against you?  Yes      No
---------------------------------------------------------------------------------------

If YES, please give details:

Prior to employment the Trust will check your details provided in this application against the ISA ‘Children’s Barred’ List (a list of individuals who are barred from working with children). Once an offer has been made we will then request an enhanced Disclosure and Barring Check.

## References (one of these should be your present employer)

Please note if you are currently working with children, one reference must be obtained from the employer relating to children. Once received, references will be reviewed. If there are any queries about the quality of the reference we will discuss with you.  
NB: Please note that Lime Trust requires two references prior to employment commencing.

### External Applications:

If you are selected for interview we will take up references. One referee should be a senior person in your present employment (or most recent employment or training provider) who has knowledge of your work. If an employer's reference cannot be provided due to longevity with a previous employer or employment history etc, a suitable alternative shall be agreed.

### Internal Applicants:

If you are selected for interview we will seek references from your current Headteacher/Line Manager.

#### Reference 1

Name:
Address:
Postcode:
Telephone:
Position in organisation:
Email:
Relationship:
How long have they known you?

#### Reference 2

Name:
Address:
Postcode:
Telephone:
Position in organisation:
Email:
Relationship:
How long have they known you?

Please advise if we can contact your referees prior to interview:

Yes    No

## Declaration

- I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and qualifications, medical clearance.
- I understand that providing false or misleading information will disqualify me from appointment or if appointed will render me liable to summary dismissal.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I agree that the information given may be used for registered purposes under the Data Protection Act 1998.

Signed:	Date:
---------	-------

(Please note: if you are applying on the web you will be required to sign this declaration at interview)

### DATA PROTECTION

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Trust will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found at <http://limetrust.london/media/1454/trust-privacy-policy-staff.pdf>

**Please return this form to the email or postal address as requested  
in the advertisement/recruitment pack.**

**Thank you for applying for this post.**

## Monitoring Information

In order to monitor the effectiveness of Lime Trust Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of (insert post title):

### Section A

#### Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

##### White

British  
Irish  
Any other White background (please specify below:)

##### Black or Black British

African  
Caribbean  
Any other Black background (please specify below:)

##### Asian or Asian British

Bangladeshi  
Indian  
Pakistani  
Any other Asian background (please specify below:)

##### Chinese or Other Ethnic Group

Chinese  
Any other ethnic background (please specify below:)

Do not wish to declare

#### Monitoring Disability

Do you consider yourself to have a disability as defined in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day-to-day activities".

Yes    No    Do not wish to declare

#### Monitoring Gender

Female    Male    Do not wish to declare

#### Monitoring Media (for response monitoring purposes only)

Name of media or how you knew about this job:

### Section B

To which of the following age groups do you belong?

Under 20    20-29    30-39    40-49    50-59    60 and over

What is your religion? Please tick one box only

None    Christian    Buddhist    Hindu    Muslim  
Sikh    Jewish    Other  
Please specify: .....

What is your sexuality? Please tick one box only

Heterosexual    Gay man    Bisexual    Lesbian    Do not wish to declare