

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(s) | |
| Preferred Title (Mr/Mrs/Miss/Ms) | Do you have the right to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> | National Ins No | |

| | |
|----------------------------|---------------------|
| Permanent Private Address: | |
| | |
| | Postcode |
| Telephone (Day) | Telephone (Evening) |
| Mobile | E-Mail |

Do you speak any of other languages? - if so which?

TEACHERS ONLY TO COMPLETE THIS SECTION

| | | |
|--|-----------------------|------------------|
| Do you require a Certificate of Sponsorship? YES <input type="checkbox"/> NO <input type="checkbox"/> Visa Expiry Date | QTS Certificate No | Date QTS Awarded |
| Are you registered with the GTC Yes <input type="checkbox"/> No <input type="checkbox"/> | GTC Ref Number | |
| Have you successfully completed a period of induction as a qualified teacher in this country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of completion | | |

| YOUR PRESENT EMPLOYMENT INFORMATION | | |
|---|--|----------------|
| Present Post (Title) | Full/Part Time/Job Share | Date Appointed |
| Current Salary | Additional allowances awarded (incl TLR) | |
| Name and address of present employer: | | |
| | | |
| Postcode | Telephone | |
| Type of School/Establishment | | |
| Name of Education Authority, Trust or Private Institution | | |
| Reason for Leaving (if no longer employed): | | |

| YOUR EDUCATION BACKGROUND | | | |
|---|---------------------------------|------------------------------|--|
| Name of Institution | Dates | | Qualifications including membership of any relevant professional association |
| | From | To | |
| Secondary School, Further Education College | | | |
| Higher Education | | | |
| Further post graduate 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 and continue on a separate sheet if necessary) If you have had any breaks in employment since leaving school/college, please give details of these periods and your activities during these times (eg unemployment, raising a family, voluntary work, training and so on)

| LA/Employer's name and address and school name if applicable | Job Title (and responsibility point if applicable) | Exact dates employed (i.e.) | | Reason for leaving |
|--|--|-----------------------------|----|--------------------|
| | | From | To | |
| | | | | |

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. Please provide evidence of your ability to challenge inappropriate behaviour and treat others with respect and dignity.

(Please expand this section, if necessary, by not more than 1 side of A4).

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 relationship will disqualify you.

DISCLOSURE OF CRIMINAL BACKGROUND

Please refer to [Guidelines on Employing People with Criminal Records](#)

Because of the nature of the work for which you are applying, you are required to disclose any criminal convictions, cautions or bind-overs which you have incurred, including any that would be regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order 1986. If you are offered employment an Enhanced Disclosure will be sought from the Criminal Records Bureau before the appointment is confirmed. This will provide details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post.

Disclosure of a criminal background will not necessarily exclude you from employment – this will depend upon the nature of the offence(s), frequency and when they occurred. Failure to declare a conviction, caution or bind-over may disqualify you from an appointment, or result in summary dismissal if the discrepancy comes to light.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the Police of a criminal offence? Yes No

If YES, please give brief details of the offence, including the date of the conviction.

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

If your answer is yes, you should provide brief details on a separate sheet, marked confidential. The information you will provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Do you have any criminal charges or summonses pending against you? Yes No
If Yes, please give details.

NB: Prior to employment Lime Trust check your details provided in this application against the ISA list of those barred from working with children. Once an offer has been made we will then request an enhanced Criminal Records Check. We will also review social network sites for inappropriate or undesirable activities.

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 here

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)

Dual or Multiple Heritage

- White and Asian
 White and Black African
 White and Black Caribbean
 Any other dual or multiple heritage
 (please specify below)

Chinese or Other Ethnic Group

- Chinese
 Any other ethnic background (please specify)
 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

Please tick one box

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 one of the following age groups do you belong? Under 20 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60 and over <input type="checkbox"/> | |
| What is your religion? <i>Please tick one box only</i> None <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Jewish <input type="checkbox"/> Other <input type="checkbox"/> If "other" please specify <input type="checkbox"/> Do not wish to declare <input type="checkbox"/> | |
| What is your Sexuality? <i>Please tick one box only.</i> Heterosexual <input type="checkbox"/> Gay Man <input type="checkbox"/> Bisexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Do not wish to declare <input type="checkbox"/> | |

| | |
|--|-------------------------------|
| 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 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. | |
| Name | Name |
| Address | Address |
| Post Code | Post Code |
| Tel Number | Tel Number |
| Position in organisation | Position in organisation |
| Email | Email |
| Relationship | Relationship |
| How long have they known you? | How long have they known you? |
| Please advise if we can contact your referees prior to interview: YES <input type="checkbox"/> NO <input type="checkbox"/> | |

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 ACT 1998

In order to process your application and for no other reason, you are requested to complete and return this application form. Lime Trust is fully committed to compliance with the Data Protection Act 1998 and the information given will not be revealed to any organisation other than those declared to the Office of the Information Commissioner.

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

Thank you for applying for this post.



EQUAL OPPORTUNITY POLICY STATEMENT

- Good government really matters. In Lime Trust we recognise the impact that Trust activities can have on the quality of life of the people and communities that we serve. It's our job (in partnership with others) to protect the environment; improve public health; support the vulnerable; educate for life; improve the quality of homes people live in; develop the economy of the area; promote and foster choice and democracy. What we do can make a real difference in the life of the people we serve. We are determined to be a modern Trust working with the community for the community – and equality of opportunity is at the heart of our thinking and effort.
- Equal opportunity in service delivery means that we recognise the different and equivalent needs of the individuals and communities we serve and that we aim to meet them in a fair, objective and open way.
- Equal Opportunity in employment means offering genuine equivalent treatment to our staff across the whole range of our employment and recruitment practices.
- Our aim is to enable all our employees to make their distinctive contributions to the benefit of the people of Lime Trust.
- Therefore the Trust is determined (and enthusiastic) about developing a working culture that is fair and inclusive. Sadly, prejudice, whether conscious or unconscious is still a matter of fact in society as a whole. We don't underestimate the power of the influences which work against equality of opportunity in organisations, institutions and individuals.
- But we believe that a commitment toward equality and diversity is right for society, right for the Trust, right for staff, right for customers, right for our communities. We will regularly review the effect of our employment practices to make sure that they are appropriate and that they work the way we intend. We will encourage our staff and partners to welcome diversity, respect each person's individuality and value their creativity. We expect our managers to champion our values, challenge prejudice and role-model appropriate behaviour.
- We will take stock of our progress regularly, using a variety of measures. We will ask our staff, customers, suppliers and partners what they think. We are committed to improving our performance, and people's perception of it, consistently over time.

Employment with Disabilities

- The Trust encourage more applicants from people with disabilities we operate a Job Interview Guarantee scheme. This means if you meet all the essential criteria for the job you are applying for we will invite you for an interview.

GUIDELINES ON EMPLOYING PEOPLE WITH CRIMINAL RECORDS

The objective of the disclosure information is:

- To ensure that disclosure information is used fairly in the recruitment process to prevent discrimination against staff, volunteers, service users, potential employees and ex-offenders on the basis of conviction or other details.
- To maximise the protection for children in Lime Trust schools and other vulnerable people against those who might wish to harm them.
- Our guidelines comply with the Disclosure and Barring Service (DBS).

Recruitment Process

The Lime Trust will carry out risk assessments for each position that is exempt from the Rehabilitation of offenders Act and encourage managers to adopt an open mind in recruitment decisions.

In making recruitment decisions the Lime Trust will:

- Assess the nature and relevance of the offence, the potential risks involved in employing the offender, and how these could be sensibly and effectively managed.
- Recognise that having a criminal record will not necessarily be a bar to obtaining a position
- State the level of Disclosure applicable to any post that requires a Disclosure. Discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, unless the nature of the position allows the Lime Trust to ask questions about the applicant's entire criminal record.

Recruitment of Ex-Offenders

Unless the nature of the work demands it, ex-offenders will not be asked to disclose any convictions 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar employment. However all applicants offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

All school based jobs are subject to an Enhanced Disclosure which, in addition to showing spent and unspent convictions, as well as cautions, reprimands and final warnings held on the Police National Computer, also show 'other relevant information' from local police records that the police believe is relevant in connection with a particular post.

Declaration of Convictions

Applicants will be actively encouraged to declare any convictions, or any other information that may be relevant, at an early stage in the recruitment process. Failure to declare a conviction, caution or bind-over may, however, disqualify an applicant from appointment, or result in summary dismissal if the discrepancy comes to light.

GUIDANCE NOTES FOR CANDIDATES APPLYING FOR VACANCIES

THE APPLICATION FORM

The decision whether to call you for an interview will be based on your application form. It is therefore crucial that you provide sufficient information to enable the selection panel to make a valid judgement on whether you should proceed to the next stage of the selection process.

The information pack provided includes a person specification outlining the essential and desirable criteria for the post. It will be the responsibility of the selection panel to evaluate your application against the requirements of the post contained in the person specification. Candidates who do not fulfil all the essential criteria will not be called for an interview. However, possession of the essential criteria will not necessarily guarantee an interview as the selection panel may decide to only interview a given number of applicants who are placed at the top of a list following either long listing or shortlisting.

You are encouraged to give practical examples of how you have met, through your experiences to date the requirements of the post, with particular emphasis on how you have contributed towards schools improvement. Theoretical answers should be avoided. Please be concise in your application and try to relate what you are saying to the particular post you are applying for. You are asked not to include a Curriculum Vita.

It is permissible to hand write, type or word process your application form but please use black ink or type as it will be necessary to photocopy your form.

PRESENT AND PAST TEACHING EXPERIENCE

You are asked to ensure you include the age range of the pupils in the schools where you have worked or are working.

PERSONAL DETAILS

Please enter your personal details fully and clearly, so that we may contact you about your application.

If you have a disability (for instance, if you find it difficult to move up and down stairs or have a hearing, speech difficulty), please inform us so that we can make suitable arrangements if you are called for an interview. This information will not be used in deciding your suitability for the job.

JOB SHARING

If you wish to work on a job share basis, and this is appropriate to the position you are applying for, please tick the relevant box (please note, it is not permissible to share the job of head teacher). Further information on Trust job sharing options can be requested in advance.

HEALTH AND ATTENDANCE

Candidates are asked to include brief details of any aspect of their health and attendance record, which has caused their employer to take action, together with any explanatory information they may wish to give.

REFERENCES

With regard to references, you are asked to read the policy on references for headteachers and deputy head teachers shown below. This will provide guidance on the appropriate referees to include on your application form.

Please note that previous employers may be approached for information to verify particular experience or qualifications prior to interview. Please indicate on your application form if you do not wish us to do this

The Lime Trust requires a minimum of two written references for each candidate; one of which should be from the applicant's current employer, if you are currently employed at a school your reference should be your schools Headteacher, Executive Headteacher or CEO, the second reference should be from another line manager or past associated employer. Candidates who are currently unemployed will be asked to provide the reference details as above, but relating to their most recent employer, where the candidate has worked with children.

References should only normally be collected for candidates called for interview.

In addition, further specific information will be sought, separately from the reference, in order for the LA to exercise its statutory right to make representations to the selection panel on any candidate whom it considers unsuitable..

Should you be invited for interview, the following issues relating to the promotion of safeguarding and welfare of children will be explored:-

- Your motivation to work with children,
- Ability to maintain appropriate relationships with children,
- Emotional resilience,
- Authority and maintenance of discipline.

An enhanced DBS check is required for all successful applicants.

IF YOU HAVE A COMPLAINT

If you feel you have been treated in an unfair or unlawful way, at any stage of your application, you should contact the Lime Trust, info@limetrust.london (at the earliest opportunity and within one month of the event taking place). You can find a copy of the complaints procedure on our website.

RECRUITMENT MONITORING

An effective policy of equal opportunities necessitates the collection of information about applicants. To ensure our Equal Opportunities Policy is effective we need to be able to monitor the number of people applying for, and starting, jobs with us. Please help us by ticking off and completing the appropriate boxes in this section. Any figures gathered will not identify individuals, but will only be used by those involved in the selection procedure and is for statistical purposes only.

CONFIRMATION OF DETAILS

Please ensure that you have completed all sections of the application form and indicating if any section is not applicable to you. Falsification of information on the form, whether by commission or omission, will result in your application not being pursued or your contract being terminated if you have already been appointed to the post.