**Application Form: Support Roles**

**Please note we do not accept a CV in place of this application form.**

If you need assistance completing this form or require the form to be provided in a different format, please contact the talent resourcing team by email: [recruitment@liftschools.org](mailto:recruitment@academiesenterprisetrust.org)

| Post applied for: |  |
| --- | --- |
| School name: |  |
| Where did you see the position advertised? |  |

| **Contact details** | |
| --- | --- |
| First name: |  |
| Last name: |  |
| Maiden name: |  |
| Previous surnames (if applicable): |  |
| Phone number: |  |
| Email address: |  |
| Address: |  |
| City: |  |
| County: |  |
| Country: |  |
| Postcode: |  |

| **Education** | | |
| --- | --- | --- |
| Dates of attendance | Name of educational institution and location  (School/College/University) | Qualifications achieved and grade awarded |
| From:  To: |  |  |
| From:  To: |  |  |
| From:  To: |  |  |
| From:  To: |  |  |
| From:  To: |  |  |

| **Employment history** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Current employment: | |  | | | |
| Employer’s name and address: | |  | | | |
| Job title: | |  | | | |
| Period of employment: | | From: | | To: | |
| Current salary and reason for leaving: | |  | | | |
| Brief description of responsibilities and duties: | |  | | | |

| Previous employment (most recent first), you **must include all gaps** in employment and reasons: | | | | | |
| --- | --- | --- | --- | --- | --- |
| Provide employment dates | Name and address of employer | Job title | | Brief description of duties | Reason for leaving |
| From:  To: |  |  | |  |  |
| Previous employment continued: | | | | | |
| Provide employment dates | Name and address of employer | | Job title | Brief description of duties | Reason for leaving |
| From:  To: |  | |  |  |  |
| From:  To: |  | |  |  |  |
| From:  To: |  | |  |  |  |
| From:  To: |  | |  |  |  |

| Do you have any gap(s) in your employment/ education history?  (Schools may not consider your job application if you do not explain any gaps(s) in your employment/education history) | Yes No  ☐ ☐ |
| --- | --- |
| Are you related to any current employees, pupils, or governors? | Yes No  ☐ ☐ |
| If yes, please state their name and relationship: |  |

| **Personal Statement** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Why are you applying for this vacancy and what skills and expertise do you bring to this role? Please refer to the job description and person specification when completing this section and ensure your statement is tailored to the role. | | | | | |
|  | | | | | |

| **Screening Questions** | | |
| --- | --- | --- |
| Do you have the right to work in the UK? | Yes No  ☐ ☐ | |
| Do you require sponsorship?  If yes, please provide details: |  | |
| National Insurance number: |  | |

| **References** | | | |
| --- | --- | --- | --- |
| Your employment at Lift Schools is subject to satisfactory references covering the last 2 years. We **MUST** have 1 reference from your current employer/education institution (if you are not currently employed, your most recent employer or education institution). If you do not wish for your referees to be contacted before an interview, please state ‘No’ when prompted. Please note, that this information will still be required and references will need to be sought subject to employment. | | | |
| **Current or most recent employer**  I am happy for a potential employer to contact this referee prior to the interview | | Yes No  ☐ ☐ | |
| Referee 1 | Can you confirm the date this reference covers from: |  | |
| Can you confirm the date this reference covers to: |  | |
| Name: |  | |
| Position held: |  | |
| Organisation/company Name: |  | |
| Address: |  | |
| Email: |  | |
| Phone: |  | |
| How do you know the referee: | Employer Educational Personal  ☐ ☐ ☐ | |
| Referee 2 | Name: |  | |
| Post title: |  | |
| Organisation/company Name: |  | |
| Address: |  | |
| Email: |  | |
| Phone: |  | |
| How do you know the referee: | Employer Educational Personal  ☐ ☐ ☐ | |
| Referee 3 | Name: |  | |
| Post title: |  | |
| Organisation/company Name: |  | |
| Address: |  | |
| Email: |  | |
| Phone: |  | |
| How do you know the referee: | Employer Educational Personal  ☐ ☐ ☐ | |
| Do your reference details provided cover the last 5 years of your education/ employment history? | | Yes No  ☐ ☐ | |

| **Declarations** | | |
| --- | --- | --- |
| Do you have any convictions, cautions, reprimands, or final warnings, whether in the United Kingdom or another country? These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in 2013 and 2020. | Yes No  ☐ ☐ | |
| If yes, please provide details: |  | |
| Have you at any time been barred from teaching by the DfE? (If you are called to interview you may be asked about the answers you have given to this question). | Yes No  ☐ ☐ | |
| If yes, please provide details: |  | |
| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS), the TRA (Teaching Regulation Agency) or any other organisations? | Yes No  ☐ ☐ | |
| If yes, please provide details: |  | |
| Have you ever been subject to a child protection investigation by your employer or any other organisation? | Yes No  ☐ ☐ | |
| If yes, please state separately under confidential cover the circumstances and the outcome including any orders or conditions. This will not be opened unless you are called to interview. If you are called to interview you may be asked about the answers you have provided |  | |
| Have you ever been subject to any disciplinary action in your current or previous positions, or had any allegations made against you? | Yes No  ☐ ☐ | |
| If yes, please provide details: |  | |
| Have you lived outside the UK for more than three months in the past five years? | Yes No  ☐ ☐ | |
| If yes, please provide specific details of which countries and the months/years those dates started and ended: |  | |
| If you're currently registered with the DBS Update Service, please provide your registration number: |  | |
| Date your DBS certificate was originally issued: |  | |

| **I certify my statements are true and complete.** | |
| --- | --- |
| I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment or after the appointment could lead to disciplinary action or dismissal. I acknowledge that where this form is submitted electronically and without a signature, electronic receipt of this form by the employer will be deemed equivalent to the submission of a signed version and will constitute confirmation of the declaration. | |
| **Signed and dated:** |  |
| Lift Schools is committed to ensuring that your privacy is protected. Lift Schools, and/or agents appointed by the trust, process your personal data, including “special category personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to Lift Schools. A full list of these organisations is available upon request. Further information about how and why we collect your data can be found in the "Lift Schools privacy notice for applicants”. | |