****

Private and Confidential

**Application for Employment**

Please complete this application form in full and attach it with a copy of your CV. Your CV needs to include full time, part time and voluntary employment history. Email both documents to [recruitment@lpw.org.uk](mailto:recruitment@lpw.org.uk)

**By completing and submitting this application form you are giving your consent for LPW to process and store your data for recruitment purposes. Your information will only be held and processed for the purpose of LPW’s selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed.**

**Please refer to the Applicant Privacy Notice found on the Vacancies page of our website for more information on how applicant information is stored and processed.**

|  |  |
| --- | --- |
| **Job title of the post you are applying for** |  |
|  |

|  |  |
| --- | --- |
| Your Personal Details | |
| Surname: | Other Names (Including former names): |
| Title: | Known As |
| Mobile Number: | E-mail address: |
| DfES Number: | Address: |
| GTC Number: |
| National Insurance Number: |

|  |  |
| --- | --- |
| Please give details and an explanation of any gaps in your employment history and reasons for leaving that are listed on your CV. | |
|  | |
| Personal Statement | |
| Include any additional information in this section which you feel will support your application and include your motivation for applying for this role and how your personal specification meets the job description. | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please outline any other qualifications, certificates or professional membership details that are relevant and not detailed on the CV | | | |
| Subject/Course Title | Dates | Result | Educational establishment |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SECTION 4. REFERENCES Please give the full name, address and telephone number of two referees, one of which must be your **present or most recent employer**. Your second reference must come from a second, separate employer/organisation. **We cannot accept references from two different people at the same organisation**. (Please note that all offers of employment are subject to satisfactory references). If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. For all posts, written references obtained must cover the preceding 3 years of employment. Please provide additional reference information to cover this period in a separate document if necessary. | | |
|  | 1. Current/most recent employer | 2. Second referee |
| Name: |  |  |
| Position: |  |  |
| Company Name: |  |  |
| Address: |  |  |
| Telephone No: |  |  |
| E-mail address: |  |  |
| Can we contact this referee before an offer of employment is made? | YES / NO  \*Delete as appropriate | YES / NO  \*Delete as appropriate |

|  |  |
| --- | --- |
| **Supplementary Information** | |
| When are you available to start work? |  |
| Are you required to hold a work permit? | YES/NO\* \*Delete as appropriate |
| What type of permit do you hold? | Please give details: |
| If YES, when does your current permit expire? | Date: |
| If appointed to this post will you retain any other form of paid employment (If YES please give details) | YES / NO\* \*Delete as appropriate |
| Where did you find out about this role? |  |

|  |
| --- |
| Please give details (name & relationship) of any Board Member, Governors or employee of Learning Partnership West to whom you are related or have close friendships with. |

|  |
| --- |
| Declaration |
| I acknowledge that all Learning Partnership West posts involve working with young people under the age of 18 and as such are not subject to the Rehabilitation of Offenders Act 1974. Employment is therefore subject to satisfactory Disclosure checks with the Criminal Records Bureau.   I declare that I am not disqualified from working with children and vulnerable adults (pursuant to the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and the Care Standards Act 2000).  NB. A criminal record will not necessarily bar you from employment with us. This will depend on the nature of the position and the circumstances and background of the offences.  I consent to the necessary enquiries and checks being undertaken by Learning Partnership West in order to confirm that the information included in this application is correct, to verify the authenticity of my qualifications and to ascertain whether I have a relevant criminal record which may make me unsuitable for the post applied for.  I declare that all the information I have provided is true. I further understand that providing false information, deliberate omissions or misrepresentations will disqualify me and if such failure, or false information, is discovered after appointment I may be liable for dismissal without notice. This applies equally to any medical questionnaire/forms I may complete.  Signed:........................................................................ Date:..................................................................  If you are sending this application form by e-mail then in the absence of this signature you should note that the e-mailing of this application constitutes your personal certification that the details in this application are correct. Shortlisted applicants will be required to sign their application form when attending for interview. |

|  |
| --- |
| **Application Notes** |
| Learning Partnership West is committed to equality of opportunity in all aspects of the organisation’s work. It is the policy of Learning Partnership West to select, appoint, employ and develop its employees on the basis of their suitability for the work to be performed. It is our intention that no applicant or employee receives less favourable treatment on the grounds of gender, race, ethnic origin, religion, marital status, disability, age, or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.  Please read the following notes when completing this form:   1. Confirmation of the appointment of successful candidates will be subject to:    * Receipt of satisfactory references;    * Proof of eligibility to work in the UK;    * Satisfactory disclosure from a criminal record check 2. Due to high volumes we will not be able to acknowledge all applications. We will contact you again after the short-listing process. Applications that arrive after the closing date will not normally be considered. 3. Please note that we only provide feedback, where requested, to candidates who are interviewed. We are unable to provide feedback to applicants who are not short-listed. |