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| The Lodge AP | **APPLICATION FOR THE POST OF** | Please leave blank for School use |
|  | The Lodge AP Learning Mentor |  |
|  |  |  |

For photocopying purposes, this form should be completed in BLACK ink. Please complete all major sections in BLOCK CAPITALS.

Please state where you saw this post advertised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### PERSONAL DETAILS

|  |  |
| --- | --- |
| Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forename |  |

|  |  |  |
| --- | --- | --- |
| Home Address |  | Address at which you can be contacted |
|  |  |
|  |  |
|  |  |
| Post Code |  |  | Post Code |  |
| Telephone No. |  |  | Mobile No. |  |
| E-mail |  |

|  |
| --- |
| PRESENT POSITION |
| Present employer |  |
| Address |  |
|  |
|  | Telephone No. |  |
|  |  |
| Position Held |  |
| Salary / Grade |  |
| Length of Service |  |

EDUCATION AND TRAINING

|  |  |  |
| --- | --- | --- |
| Establishment | Dates | Qualification (please give grades attained) |
|  |  |  |

EMPLOYMENT HISTORY

(Please begin with the most recent position) Include details of voluntary work undertaken.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name / Address of Employer | Title and brief description of position held | Salary / Grade |
| From | To |
|  |  |  |  |  |

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| PERSONAL INTERESTS AND HOBBIES |
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| --- |
| REFEREESGive details of two referees willing to write on your behalf. One referee should be present employer (or college tutor for student applicants). |
| Name | 1. |  | 2. |  |
| Status |  |  |
| Address |  |  |
|  |  |  |
|  |  |  |
| Post Code |  |  |
| Telephone |  |  |
| Fax  |  |  |
| E-Mail |  |  |  |
|  Give the date at which you could take up this post  |  |
|  |  |

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| FURTHER INFORMATIONPlease outline how your previous experience or interests support you application. Please use a continuation sheet if required. |
|  |

DECLARATION

**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). 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.’** Yes [ ]  No [ ]

If yes please give further information:

|  |
| --- |
| The information given on this form is correct and complete to the best of my knowledge. |
| Signature |  | Date |  |
|  |  |  |  |

The Lodge Diversity

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| **We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.**The information below will be used only for monitoring purposes and not in the selection process. Sex: **[ ]** Marital status:**[ ]** Date of birth: **00/00/0000** Age: |
| Ethnic Origin: **How would you describe your ethnic origin?** |
| White | **English, Scottish, Welsh, Northern Irish** **[ ]**  |
|  | **Irish (Republic of)** **[ ]**  |
|  | **Any other White background (please state)**  |
| Mixed | **White and Black Caribbean** **[ ]**  |
|  | **White and Black African** **[ ]**  |
|  | **White and Asian** **[ ]**  |
|  | **Any other Mixed background (please state)**  |
| Asian or Asian British | **Indian** **[ ]**  |
|  | **Pakistani** **[ ]**  |
|  | **Bangladeshi** **[ ]**  |
|  | **Any other Asian background (please state)**  |
| Black or Black British | **Caribbean** **[ ]**  |
|  | **African** **[ ]**  |
|  | **Any other Black background (please state)**  |
| Chinese or other Ethnic group | **Chinese** **[ ]**  |
|  | **Any Other background (please state)**  |
| Nationality (Please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**How would you define your sexual orientation?****Bisexual [ ]  Gay [ ]  Heterosexual [ ]  Lesbian [ ]  Prefer not to say [ ]** **What is your religious belief?****Buddhist [ ]  Christian [ ]  Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]** **No religion [ ]  Other (please specify) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prefer not to say [ ]**  |
| **Disability** |
| **The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.**Do you consider yourself to have a disability? Yes [ ]  No [ ]   |
| The Rehabilitation of Offenders Act |
| **The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.****The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.****Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.**If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within Sandbach School you are convicted of a criminal offence you must inform the School of this.**People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.** **Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.**Disclosure and Barring Service**Successful applicants will be asked to apply for a DBS (Disclosure) from the Disclosure and Barring service.****A copy of the DBS Code of Practice is available on request. Further information about the Disclosure process can be found at** [**www.gov.uk/government/organisations/disclosure-and-barring-service**](http://www.gov.uk/government/organisations/disclosure-and-barring-service) |

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| **I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.****Signed: Date:**  |

