

APPLICATION FORM

Leiths is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

All applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Position applied for:	
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Part One: Personal Details

Title:
e.g. Dr/Mrs/Mr/Miss/Ms

Forename(s):

Preferred Name:
the forename you are known by

Surname:

Former Name:
e.g. maiden name or change by deed poll

Current Address:

Postcode:

Telephone Number(s)

Home:	Mobile:
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Email address

Personal:	Work:
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Previous Address/es with dates:
If resident at current address for less than five years please provide all previous addresses during this period.

1.
2.
3.
4.
5.

DATE OF BIRTH (DD/MM/YYYY)

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National Insurance No.

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Nationality:

Are you eligible for employment in the UK? Yes No

If not a UK passport holder please provide details of your right to work in the UK.

Part Two: Qualifications - Teaching posts only

Do you have Qualified Teacher Status	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Are you an NQT	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Please provide your Teacher Reference Number (TRN/DfEE)	
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Part Three: Existing contacts within Leiths

Please tell us if you know any existing employees or anyone associated with Leiths, and if so, how you know them.

Part Four: Online presence

As part of our due diligence on shortlisted candidates Leiths may carry out an online search. Please provide all URLs/usernames for your social media profile including LinkedIn, Facebook, TikTok, Instagram, X etc.

Part Five: Education

Please provide details of all secondary schools and/or colleges attended. Please provide details of all post 16 qualifications (both full and part-time).

Name of School/College/University:			
Dates attended:	From		To
Qualifications obtained (Please give grades for qualifications)			

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Qualifications obtained (Please give grades for qualifications)			

Part Six: Tertiary Education, Career History and Gaps in employment

As part of our Safer Recruitment Procedures you are required to account for any gaps in your education or employment history. Please complete the form fully.

Please list all activities since leaving secondary education in chronological order (most recent first). Please include all further education (not set out in Part Five above), employment and self-employment. Please give details and dates (in chronological order) of any gaps in your work history, clarifying how this time was spent e.g. looking after children, periods spent travelling or any periods of unemployment.

A. Name of Current Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
Current Salary/Salary on Leaving:							Date able to take up employment:
B. Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		

Reason for Leaving:	
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Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
Name of Previous Employer:							
Start Date			End Date			Job Title and brief description of job responsibilities: or qualification if relating to a period of study (Subject/Result/Awarding Body).	
DD	MM	YY	DD	MM	YY		
Reason for Leaving:							
C. Gaps in Employment:							
Start Date			End Date			Reason for gap: e.g. caring for children, travelling etc.	
DD	MM	YY	DD	MM	YY		
Start Date			End Date			Reason for gap: e.g. caring for children, travelling etc.	
DD	MM	YY	DD	MM	YY		

Part Seven: Other vocational qualifications, skills or training

Please provide details of any personal qualities, vocational qualifications, skills and training received, or experience which you consider to be relevant to the role for which you have applied.

Part Eight: References

Please provide the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither reference should be a relative or someone known to you solely as a friend. The School reserves the right to take up references from any previous employer.

Name:	Name:
Organisation:	Organisation:
Position/Occupation:	Position/Occupation:
Address:	Address:
Postcode:	Postcode:
Email	Email
Telephone No:	Telephone No:
How you know the referee:	How you know the referee:
May we contact this referee prior to interview?	May we contact this referee prior to interview?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Part Nine: Disclosure and Barring Service checks, criminal record and Children's Barred List

Please be aware that Leiths applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with Leiths is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.

Leiths will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Par 11 of this Form therefore asks you to confirm whether you are barred from working with children.**

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and Leiths is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules**

Having a criminal record will not necessarily prevent you from taking up employment with us, instead we will assess each case on its merits and with reference to the School's objective assessment criteria set out in our Safer Recruitment Policy.

Part Ten: Recruitment and use of information

It is Leiths' policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

Leiths is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

A copy of Leiths' Safer Recruitment Policy (which includes Leiths' Policy on the recruitment of ex-offenders), and Leiths' Safeguarding and Child protection policy, are available to download from the Leiths website. Please take the time to read them.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. Please see our Data Protection Policy for information on how long we keep your personal data; this can be found on our website.

Part Eleven: Declaration

Please check all relevant boxes to complete this declaration

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- I confirm that I am not prohibited from carrying out 'teaching work' (do not tick this box if the role for which you are applying does not involve 'teaching work').
- I confirm that I am not prohibited from being involved in the management of an independent school/college (do not tick this box if the role for which you are applying is not a management role).
- I confirm that the information I have given on this form is complete and true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by Leiths will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Part Eleven.