



**JOB APPLICATION FORM**

Thank you for applying to work at Lancaster Independent School for Alternative Learning (LISAL). In accordance with this organisation’s Policy for Safer Recruitment Procedures to Safeguard Children, we require you to complete this application form.

*Lancaster Independent School for Alternative Learning is committed to safeguarding and promoting the welfare of children. LISAL expects all staff, trustees, and volunteers to share this commitment. The successful applicant will be required to undergo a DBS Disclosure of the appropriate level and training on Safeguarding and PREVENT*

FULL NAME (INCL TITLE)	National Insurance Number:
DETAILS OF FORMER NAMES IF APPLICABLE	Current home address including postcode
Email:	Work Phone Number Home Phone Number Mobile Phone Number

<p><b>1.EMPLOYMENT:</b> Who is your current (or most recent) employer?  Address  What is/was your job?  How long have you been with your current employer?</p>
<p><b>PREVIOUS EMPLOYMENT:</b> Please include a full employment history, accounting for any gaps, including holidays or travelling, particularly to other countries. Please include start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.</p>

**2. EDUCATION AND QUALIFICATIONS AND AWARDING BODIES (in chronological order)**

Please provide details of any qualifications held, particularly those relevant to the post for which you are applying. Please include details of the awarding body and date of award. Please identify whether you have Qualified Teacher Status and whether you are registered with the General Teaching Council for England.

**3. PERSONAL STATEMENT**

Please explain what particularly appeals to you about this post and working as a member of staff at LISAL. Please use the person specification as a guide to demonstrate why you are particularly suited to this post.

**4. REFEREES**

We need details of two referees. At least one referee needs to be from your current or last employer. We may wish to contact all of your referees before offering you this position. We will ask your current employer about disciplinary offences relating to children and whether you have been the subject of any child protection concerns. The appointments will only be confirmed subject to receipt of satisfactory references.

1st Referee: Full Name: Address: Tel. No.	2 <sup>nd</sup> Referee: Full Name Address: Tel No:
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**5. Work permit required? YES/NO**

(If a work permit is required to work in the United Kingdom please include a photocopy with the necessary details.)

**6. Rehabilitation of Offenders**

**“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)?” YES/NO**

**6. Suitability of Working with Children.**

The position for which you are applying is a position of trust in the organisation and may involve some access to children – it is exempt from the Rehabilitation of Offenders Act 1974 and you are therefore asked to declare ALL pending prosecutions, convictions and any cautions or bind-over’s, even if they would be otherwise regarded as spent under this Act. The disclosure of a criminal record, or other information, will not debar you from appointment unless the interview team considers that the conviction renders you unsuitable for appointment. However any offence, which has resulted in you being listed as being unsuitable for work involving contact with children by the Dept. of Children Schools and Families, or any other HM Government Dept. will be an absolute bar to employment by this organisation in any capacity.

Other criminal offences will be looked at in the light of the details and through discussions with yourself. The nature of the offence, how long ago, and what age you were when it was committed will be taken into consideration. The information you give will be treated in confidence.

In line with our Safe Recruitment Procedure, we are required to confirm the identity, collect references and have an Enhanced Disclosure and Barring Service check before a person is allowed to commence a post. Overseas checks will also be required as necessary.

Failure to declare a pending prosecution, conviction, caution or bind-over may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

Having read the above, please disclose all pending prosecutions, convictions, cautions or bind-overs.

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Please sign and date on the line below to confirm that you have read and understood this section above, and that you are not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body:

Signature.....Date.....  
...

**7. Please declare any family or close relationships to existing employees or Trustees of LISAL:**

**Safeguarding Commitment**

Lancaster Independent School for Alternative Learning (**formerly Lancaster Steiner School**) is committed to safeguarding and promoting the welfare of children. LISAL expects all staff, trustees, and volunteers to share this commitment. The successful applicant will be required to undergo a DBS Disclosure of the appropriate level and training on Safeguarding and PREVENT.

**Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.**

**Equal opportunities**

Lancaster Independent School for Alternative Learning (**formerly Lancaster Steiner School**) is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**DECLARATION:**

Please read the declaration below and sign the form.

I understand that the appointment, if offered, will be subject to the information given on this form being correct.

Signature: .....

Date: .....

Thank you for taking the time to complete this form. Once completed, please return this application form in a sealed envelope marked **“Private & Confidential”** to: **Lancaster Independent School For Alternative Learning, Lune Road Lancaster LA1 5EF**