



Lisle Marsden Church of England Primary Academy

Application For A Teaching Appointment (Including Headships)

Post Applied For Teacher

School Lisle Marsden C of E Primary Academy

Closing Date Thursday 22nd May 2025, 9.00am

Please read the guidance notes before completing every section of the form

PERSONAL DETAILS

Last Name

First Name(s)

Address

Telephone Home ()

School ()

Email Address

DfES No.

Post Code

National Insurance No.

PRESENT EMPLOYMENT

School (name, type and Authority, include division if appropriate)

☐ Full Time

☐ Part Time

Number on roll

Ages taught

Responsibilities

Date of Appointment

Current Salary

Current Scale Point

Allowances (If applicable)

Amount

Type of allowance

RECORD OF ALL TEACHING EXPERIENCE EXCLUDING PRESENT POST IN CHRONOLOGICAL ORDER

(STUDENTS SEEKING FIRST APPOINTMENT SHOULD ENTER DETAILS OF TEACHING PRACTICE)

Employing Authority (inc. Division if appropriate)	School (name, type and age range)	Number on roll	Salary Point/Scale	Ages taught	Dates From	To
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Full Time

Part Time

State age group for which mainly trained

What is your principal teaching subject?

For what other subjects are you appropriately trained or qualified?

EDUCATION (enter in chronological order)

Secondary School, Further & Higher Education (including address of Further & Higher Education and Training Establishment)

State whether full-time or part-time

Date of
Entering Leaving

Qualifications obtained and subjects passed with date in each case. If degree, state whether honours and give class and subjects.

Note: If a course of full-time study for a degree extended over a period of four years, please state whether this was the normal period of the course. Candidates invited for interview will be required to produce documentary evidence of any qualifications recorded above

Qualifications other than a degree, entitling you to rank as a graduate for salary purposes or if specially recognised by the Department for Education and Skills. Please give particulars, with dates

EDUCATIONAL COURSES ATTENDED IN THE LAST FOUR YEARS

Course

Date

Duration of Course

Give a statement of any activities, not mentioned above, educational, sporting or extra-curricular, in which you have taken particular interest. Ability to play any musical instrument should be noted.

Details of previous Employment other than teaching. Give full particulars and dates

Additional information you wish to give in support of your application. (Use additional sheets if necessary)

What notice must you give to terminate your present employer?

When could you commence a new appointment?

REFERENCES

Please give the name, address and job title of two referees, not relatives, one of whom should be your current or most recent employer.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Post Code	Post Code
Phone No.	Phone No.
Email Address	Email Address
May we take up reference before interview?	May we take up reference before interview?
☐ Yes ☐ No	☐ Yes ☐ No

Please Note: If applying for a deputy or headship post references will automatically be taken up if invited to interview.

ADDITIONAL INFORMATION

Are you allowed to work in the UK? ☐ Yes ☐ No

CRIMINAL CONVICTIONS

Have you a current criminal conviction or caution, i.e. one that is not spent? ☐ Yes ☐ No

As the post you are applying for involves working with vulnerable adults or children, the post is exempt from the provisions under section 4 (2) of the rehabilitation Offenders Act. You are not entitled to withhold information about convictions or cautions which for other purposes are "spent" under the provisions of the Act. If you are offered the post and it is discovered that you have failed to disclose any convictions then the offer of employment may be withdrawn by the Academy.

DECLARATION

I declare that the information given on this application form is to the best of my knowledge true and complete, I understand that the academy reserves the right to verify claims made in this and any subsequent findings of misleading/false information may lead to disciplinary action and dismissal.

Signed:

Date:

Thank you for your interest in this vacancy. Unfortunately we cannot reply to every application, therefore if you do not receive a reply within four weeks of the closing date please consider your application unsuccessful.

Please return this application to:

Lisle Marsden CE Primary Academy
Lansdowne Avenue
Grimsby
DN32 0DF

Email - thomsone@lma.nelcmail.co.uk

APPLICATION INFORMATION IMPORTANT

**PLEASE RETURN YOUR COMPLETED APPLICATION AT THE
EARLIEST CONVENIENCE AS APPLICATIONS RECEIVED
AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

GUIDANCE NOTES

1. GENERAL INFORMATION

The information on this form will be seen and used by those involved in the recruitment process to select the successful applicant. If you are appointed this will also form the basis of all personal records.

2. EMPLOYMENT DETAILS

Please ensure your employment details and dates are continuous, document your major responsibilities starting with your current employer. Please show periods of any unemployment, domestic activities or voluntary work.

3. SUPPORTING INFORMATION

This section offers you the chance to promote yourself and demonstrate the relevance of your experience, knowledge, voluntary work, etc. Please make sure your answer is clear and legible and continue on a separate sheet if necessary.

4. DATA PROTECTION ACT

The information that you have supplied on your application form and payroll documentation will form the basis of your personal file. This information may be classified as sensitive personal information, according to the Data Protection Act.

Sensitive personal information is defined as data concerning:

- **Racial or Ethnic Origin** i.e. information supplied on the monitoring form. This information will be used for monitoring purposes only and will be destroyed 6 months after the closing date.
- **Physical or Mental Health** i.e. sickness details e.g. self certification etc.
- **Criminal Offences** i.e. disclosure information. This information will be destroyed after 6 months.

ALL INFORMATION HELD IS STRICTLY CONFIDENTIAL AND WILL BE STORED WITHIN A SECURE ENVIRONMENT

6. NATIONAL INSURANCE NUMBER

If you are successful you will be required to provide evidence of your national insurance number. If you do not have a national insurance number you will need to provide proof that you are allowed to work in the UK, e.g. work permit, E.U. passport.

7. MONITORING FORM

The academy is committed to a policy of equal opportunities therefore we have a monitoring process which is used to ensure that no group is put at a disadvantage either directly or indirectly because of race, sex, disability or marital status. The monitoring form is for information purposes only. It will be removed from the main body of the form and is not used in any way for selection purposes.

Please note:

Marital status - married includes permanent, live in relationships

Dependent – this includes children, elderly relatives or parents or people with learning or physical disabilities



Lisle Marsden Church of England Primary Academy

Lisle Marsden Church of England Primary Academy is committed to a policy of equal opportunities and it is our approach to select the right person irrespective of disability, race, colour, sex or marital status. Please complete this section of the form which is voluntary and will not be made available to people who read the application form itself. The information contained here will be used by the academy to promote equality of opportunity and for monitoring and statistical analysis. If you are appointed, details may be used from this form to complete your personal records.

THIS FORM IS NOT PART OF THE SELECTION PROCESS

By completing this form you are giving your consent for this information to be processed

THIS FORM IS NOT PART OF THE SELECTION PROCESS

Last Name

First Name(s)

Post applied for

Date

Department

Date of Birth

My ethnic origin is:

White

- White British ☐ A1
White Irish ☐ A2
Any other White background ☐ A3

Mixed

- White and Black Caribbean ☐ B1
White and Black African ☐ B2
White and Asian ☐ B3
Any other mixed background ☐ B4

Asian, or Asian British

- Indian ☐ C1
Pakistani ☐ C2
Bangladeshi ☐ C3
Any other Asian Background ☐ C4

Black or Black British

- Caribbean ☐ D1
African ☐ D2
Any other Black background ☐ D3

Other ethnic groups

- Chinese ☐ E1
Any other ethnic group ☐ E2

Age range:

(please tick)

- 16 - 30 ☐ (1)
31 - 40 ☐ (2)
41 - 50 ☐ (3)
51 - 60 ☐ (4)
61 and over ☐ (5)

Are you:

- Male ☐
Female ☐
Married ☐
Single ☐

Is there anyone dependent on you for Care?

- ☐ Yes ☐ No

Do you have a disability/health problem, which affects you in employment?

☐ Yes

☐ No

If so please give brief details

Have you any special requirements for interview (e.g. sign language, interpreter, wheelchair access):

If you would like additional help with completion of the application form please ring 01472 311040

The academy guarantees to interview anyone with a disability who meets the minimum criteria for the post

Where did you see this post advertised?