

**Please return this form to:**

Please email completed application form to [stjameswigan@ldst.org.uk](mailto:stjameswigan@ldst.org.uk)  
Or post to  
St James' CofE Primary School  
Tyrer Avenue  
Worsley Mesnes  
Wigan  
WN3 5XE

*This application is **private & confidential***

*Please write or type **clearly in black** in order that this form can be photocopied*

*St James' CofE Primary School is a **fully accessible workplace***

The post begins – as soon as possible after receipt of acceptable references, DBS and Occupational Health clearance, if appropriate occasional or regular days working on establishing LDST before that date are negotiable.

**IMPORTANT INFORMATION**

**This application form should be accompanied by a statement of no more than 1000 words, detailing how you meet the requirements of the Person Specification, why you are applying and why you feel you are a suitable candidate for this post. If you are or have been involved in voluntary/unpaid activities, you should also include this information.**

## Personal information

Name: \_\_\_\_\_

Former Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Phone: (\_\_\_\_\_) \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email address: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Do you require a Work Permit to work in the UK:  Yes /  No

Teacher Number (if applicable): \_\_\_\_\_

Date of Recognition as a Qualified Teacher: \_\_\_\_\_

Where did you hear about this vacancy?: \_\_\_\_\_

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## Present Employment

Post held: \_\_\_\_\_

Current employer: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

Present basic salary: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

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Period of Notice: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Continuous Service Date: (if applicable) \_\_\_\_\_

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## Education

Dates		Place of study	Qualifications attained
From	To		

Membership of Professional Bodies:

Year and Place of Ordination (if applicable): \_\_\_ / \_\_\_ / \_\_\_\_\_ , \_\_\_\_\_

Are you a communicant member of the Church of England or a church in communion with it?  Yes /  No

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## Employment History

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name & address of employer	Job title & summary of duties	Reason for leaving
From	To			

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ldst@liverpool.anglican.org. | www.ldst.org.uk

## Gaps in Employment History

### IMPORTANT INFORMATION

Please provide in this section explanations for any gaps in your employment history (chronologically, most recent first).

Dates		Details of Gaps in Employment
From	To	

## Referees

### IMPORTANT INFORMATION

Please provide the names, organisations, job titles, addresses and phone numbers of two referees.

**At least one should be your current or most recent employer.** The Trust will also seek references where possible from settings in which you have worked with children. Please indicate the capacity in which you know the referee and if we may approach for a reference prior to interview. Any subsequent job offer will be subject to satisfactory references being received.

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<b>Name</b>		
<b>Address</b>		
<b>Email address</b>		
<b>Job Title</b>		
<b>Organisation</b>		
<b>D Capacity</b>		
<b>Approach?</b>	<input type="radio"/> Yes / <input type="radio"/> No	<input type="radio"/> Yes / <input type="radio"/> No

Are you related to an employee of Liverpool Diocesan Schools Trust:  Yes /  No

If 'Yes' please state name of the employee and the relationship

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Note: Canvassing or failure to disclose will disqualify the candidate

## Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as 'spent'. 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.

Guidance and criteria on the filtering of the cautions and convictions can be found on the Disclosure and Barring Service Website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

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

Are you included in any list of people barred from working with children by the Disclosure and

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Barring Service?  Yes /  No

Do you have any criminal charges or summonses pending against you?  Yes /  No

Are you subject to a Prohibition Order or Interim Prohibition Order for teachers?  Yes /  No

*Having a criminal record will **not necessarily** bar you from working with us*

*If you have answered yes to any of the above questions please give all details on a separate sheet, either place the sheet in a sealed envelope marked confidential and enclose with your application form or send within a separate envelope under separate cover, marked "Confidential – Disclosure". If the application is submitted electronically, you should give details on a separate word document and attach separately marked confidential. These will not be considered until after shortlisting.*

Note: Providing false information or omitting any material fact will make the candidate liable for dismissal if appointed and possible referral to the police.

## Applicants with a disability

If invited to interview, are there any special arrangements that you would like to be made for you?

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I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed: \_\_\_\_\_

Dated: \_\_\_ / \_\_\_ / \_\_\_\_\_

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## Accompanying Statement (No more than 1000 words)

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## Monitoring Sheet Confidential

Post applied for: \_\_\_\_\_

The Liverpool Diocesan Schools Trust aims to be an equal opportunities employer and service provider, irrespective of race, gender, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

Gender	<input type="radio"/> Male	<input type="radio"/> Female	
Age	<input type="radio"/> Less than 35	<input type="radio"/> 35 - 49	<input type="radio"/> 50+
Do you consider yourself to have a disability?	<input type="radio"/> Yes	<input type="radio"/> No	
What do you regard as your ethnic origin?	<input type="radio"/> White	<input type="radio"/> Asian Indian	
	<input type="radio"/> Black Caribbean	<input type="radio"/> Asian Pakistani	
	<input type="radio"/> Black African	<input type="radio"/> Asian Bangladeshi	
	<input type="radio"/> Mixed Heritage	<input type="radio"/> Asian Chinese	
	<input type="radio"/> Other: _____		

*(please specify)*

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