



Private and confidential

JOB APPLICATION FORM

Vacancy details

Job title	Apprentice Administrator	Ref		Date received
Closing date	9am 2 nd July 2026	Grade		

Personal details

Preferred title:	Preferred pronouns:
Surname:	
Previous surnames if applicable:	
First name(s):	
Home address:	Postcode:
Home telephone number:	
Daytime telephone number:	
Mobile number:	
Email:	

Present/most recent employment

Name and address of present/most recent employer/School			
Job title			
From (MM/YY)		To (MM/YY) if applicable	
Salary/wage (£)		Other financial benefits	
Period of notice			



Reason for leaving	
Brief description of duties	

Previous employment (most recent first and including any temporary, unpaid or voluntary work experience) **The reason for leaving must be stated in every case.**

From (DD/MM/YY)	To (DD/MM/YY)	Employer's name and address	Job title	Reason for leaving

Education – Proof of qualifications may be required at interview.

From (MM/YY)	To (MM/YY)	Secondary school/ College/University attended (inc. part-time)	Qualifications gained or pending (please state subject and level)	Grade



Membership of professional bodies – Proof of membership may be required.

Professional body	Grade of membership	Date

Attendance of professional development relevant to this job

Organising body	Course title	Duration	Date

IF FOR A TEACHING VACANCY

Teacher Reference Number – Please provide your teacher reference number

Teacher reference number	Date received
1544868	25 June 2015

Information in support of your application

Please attach additional sheets to explain how you meet each of the requirements. You should draw on your knowledge, skills and experience etc gained from paid work, training, domestic responsibilities, education, leisure



interests and voluntary activities etc.

Please note that C.V.'s can only be considered alongside a fully completed application form and additional sheets.

Referees

Please give the names of two referees. One of your referees must be your present/last employer. If you have previously worked in the education sector, then in accordance with KCSIE you must provide details of the Headteacher/ Principle of the previous school you were employed at. If you have not been previously employed then Headteacher/Lecturers, Employment Advisors etc are acceptable.



Please note that it is our policy for this particular post to take up references prior to interview, and that we reserve the right to approach any of your previous employers for a reference.

Friends and relatives are not acceptable as referees.

Name:
Position:
Company:
Email address:
Tel. No.:

Name:
Position:
Company:
Email address:
Tel. No.:

Reference Declaration

Under the Trust Safer Recruitment guidelines, references must be collected prior to interview.

Please provide your signature below to provide consent for the above referees to be contacted prior to interview, in line with the Trust Safer Recruitment Policy.

If proof of consent is requested by the referees, then this section of your application form will be shared for these purposes.

By signing this section, I am agreeing and understand that I provide consent for the above referees to be contacted

Signature: *: (sign here or tick email box below)

Date:

General details

Where did you find out about this vacancy?	
Please give details of any dates during the next four weeks when you would not be available for interview.	
Please tell us about any requirements you would like us to consider to ensure we offer you a fair selection process (eg. wheelchair access, sign language interpreter, additional reading time etc.)	

Confidentiality and disclosure

You are advised that information given on this form may be checked with appropriate bodies to ensure its accuracy. Information relating to sex, gender, race, religion and disability will be used for monitoring purposes only. If you are successful, it will also be used for managing the employment relationship.



Disability and accessibility



We are committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you're called for an interview, please state the arrangements you require:

Equal Opportunities

The Trust monitors data received in relation to equal opportunities to inform and support future developments of the Recruitment process and strategy. This information is not shared or used as part of the selection process and is held confidentially within the HR Team.

Please follow the following link to complete this information as part of your application process:

[Equal Opportunities Monitoring](#)

Data protection

The information that you provide on this form and within your CV (if submitted) will be used to process your application for employment. We process this information in line with our job applicant privacy policy.

If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment.

By signing this application form we will be assuming that you agree to the processing of your personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

If you would like further information, please read our [applicant privacy notice](#)

Declaration



I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form, including my CV, are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. If I am not successful in my application, I understand that my application will be retained for 2 years.

By signing this application form, I am agreeing and understand the Data Protection Statement and Declaration above.

Signature: *: (sign here or tick email box below)

Date:

* If submitting this form by email please mark this box in lieu of a signature as an indication of your acceptance of the above conditions

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written safer recruitment policy which covers the recruitment of ex-offenders which is available on request. You are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are shortlisted for interview, you will be asked to make any relevant disclosures relating to previous cautions or convictions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> , helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848