**Application Form**

Please note, in order to be considered for a position at LINES, you **must** complete this application form. A CV will **not** be accepted in place of a completed application form.

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| **POSITION & DATE OF APPLICATION:** |
| **Post applied for:** | Click or tap here to enter text. |
| **Date:** | Click or tap here to enter text. |
| **PERSONAL DETAILS:** |
| **Forename(s):** | Click or tap here to enter text. |
| **Surname:** | Click or tap here to enter text. |
| **Date of birth:** | Click or tap here to enter text. |
| **Preferred Name:** | Click or tap here to enter text. |
| **Email address:** | Click or tap here to enter text. |
| **Phone:** | Click or tap here to enter text. |
| **Address:** | Click or tap here to enter text. |
| **National Insurance Number:** | Click or tap here to enter text. |
| **Nationality:** | Click or tap here to enter text. |
| **Do you currently have the right to work in the UK?** | Choose an item. |

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| **HIGHER EDUCATION:** Please list in order of latest achieved, including degrees in progress |
| **Qualification level & title:**  | Click or tap here to enter text. |
| **Place of study:** | Click or tap here to enter text. |
| **Year of graduation:** | Click or tap here to enter text. |
| **[Result if completed]:**  | Click or tap here to enter text. |
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| **Qualification level & title:** | Click or tap here to enter text. |
| **Place of study:** | Click or tap here to enter text. |
| **Year of graduation:** | Click or tap here to enter text. |
| **Result:** | Click or tap here to enter text. |
|  |
| **Qualification level & title:** | Click or tap here to enter text. |
| **Place of study:** | Click or tap here to enter text. |
| **Year of graduation:** | Click or tap here to enter text. |
| **Result:** | Click or tap here to enter text. |
| **SCHOOL EDUCATION:** Please list your GCSE and ‘A’ level (or equivalent) subjects and grades: |
| Click or tap here to enter text. |  | Click or tap here to enter text. |  |
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| **PROFESSIONAL EDUCATION AND TRAINING:**Please provide details of any vocational qualifications or training you have undertaken which you consider relevant to this role. |
| Click or tap to enter a date. |

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| **EMPLOYMENT:** Please list your last 6 years employment history, starting with the most recent. |
| **Employer:** | Click or tap here to enter text. |
| **Start date:** | Click or tap here to enter text. | **Leaving date:** | Click or tap here to enter text. |
| **Job Title** | Click or tap here to enter text. |
| **Job Duties:** | Click or tap here to enter text. |
| **Contact Details:** | Click or tap here to enter text. |
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| **Employer:** | Click or tap here to enter text. |
| **Start date:** | Click or tap here to enter text. | **Leaving date:** | Click or tap here to enter text. |
| **Job Title** | Click or tap here to enter text. |
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| **Job Duties:** | Click or tap here to enter text. |
| **Contact Details:** | Click or tap here to enter text. |
| **GAPS IN EMPLOYMENT:** For child protection purposes we require explanations of gaps in your employment history |
| Click or tap here to enter text. |

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| **REFEREES:** Please list 2 referees, 1 should be your current or latest employer.We intend to take up references on all shortlisted candidates following interview. We reserve the right to take up references from any previous employer.If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought.We may also telephone your referees in order to verify the reference they have provided. |
| **Referee name:** | Click or tap here to enter text. |
| **Referee job title:** | Click or tap here to enter text. |
| **Referee company:** | Click or tap here to enter text. |
| **Referee email:** | Click or tap here to enter text. |
| **Referee address:** | Click or tap here to enter text. |
| **Referee phone:** | Click or tap here to enter text. |
| **Professional relationship:** | Click or tap here to enter text. |
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| **Referee address:** | Click or tap here to enter text. |
| **Referee phone:** | Click or tap here to enter text. |
| **Professional relationship:** | Click or tap here to enter text. |
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| **INFORMATION IN SUPPORT OF APPLICATION:** Please write a short supporting statement with any additional information or skills that you feel may support your application. |
| Click or tap here to enter text. |

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| **NOTES TO APPLICANTS:** |
| We have adopted equality, diversity and inclusion as core values and aim to be a genuinely inclusive organisation for staff, students and the wider community. Recruitment and career progression with LINES is determined only by the selection criteria for the role. We welcome applications from suitably qualified and experienced applicants whatever their background.* All successful candidates will be required to produce original documents proving identity.
* All successful candidates will be required to produce original certificates for all qualifications.

**Rehabilitation of Offenders Act 1974**All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock, [www.unlock.org.uk/](http://www.unlock.org.uk/%0D)Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.  |
| **SAFEGUARDING** |
| LINES is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.Please be aware that we will apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at LINES. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with LINES is conditional upon our being satisfied with the result of the Enhanced DBS Disclosure. We actively promote a safe and supportive international environment for all students. All our staff have a duty of care and must adhere to Safeguarding and Prevent duty requirements as detailed in our safeguarding policy. |
| **DATA PROTECTION:** |
| You agree that LINES is permitted to hold personal information about you (including personal sensitive information) as part of its personnel and other records and may use such information in the course of its business and for the protection of children. You agree that LINES may disclose such information to third parties if such disclosure is, in LINES’ view, required for the proper conduct of its business and for the protection of children. This clause applies to all information held, used or disclosed in any medium. |

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| **DECLARATION:** |
| [ ]  I confirm that the above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory to LINES b) a satisfactory DBS certificate including check of the Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate, [ ]  I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard. Please type your **full name** and the **date** below to confirm that the information contained in this form is accurate and that you agree to the terms stated on this final page:Click or tap here to enter text. |

Thank you for your application.

Please email your completed application form to recruitment@lines.ac