

# Job Application

All sections must be completed. Your application will be considered only if you complete all the relevant sections of this form. If you need more space please attach a separate sheet(s). Please write the job reference and job title on each additional sheet.

## EQUAL OPPORTUNITIES STATEMENT

The Academy will afford equal opportunity in all aspects of employment, irrespective of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

## DECLARATION

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis. I understand that trying to influence employees, Heads or Governors of educational establishments, in connection with this application, will disqualify me. I understand that in line with legislation, if the job for which I am applying will have access to children or vulnerable adults or is a designated job within the meaning of Disclosure and Barring Service (DBS) legislation, I agree to being checked by the DBS to disclose any criminal record I have. I understand that in line with legislation I will be required to provide evidence of my eligibility to work in the UK. I also understand that if an offer of employment is made by the Academy, I will be required to complete a health check to ensure that I am fit to do the job for which I will be employed and that my health cannot be damaged by the proposed occupation.

<b>JOB TITLE:</b>	<b>REF NO:</b>
<b>ACADEMY NAME:</b>	

## PERSONAL

Title: _____ Surname/Family Name: _____
Please give any previous names (including surnames) by which you have been known: _____
First Name: _____ Middle Name(s): _____
Address: _____
Contact number: _____
Email address for which we can contact you with regard to this application: _____
National Insurance Number: _____
Would you like us to consider you for other working patterns, for example, job share/part-time, working in term-time only and so on? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify:

**CURRENT OR LAST EMPLOYER**

If you are applying for this job with no previous experience, please put 'N/A' in this part of the application form.

Employer's Name: .....	Job Title: .....	
Address: .....		
Postcode: .....	Date Appointed: .....	Salary: .....
Notice Period: .....	Date Left: .....	Reason for Leaving: .....
Brief description of duties and responsibilities		

**CAREER HISTORY** – Please account for any gaps in employment, training or education dates

**EMPLOYMENT** – If you are applying for this job with no previous experience, please put 'N/A' in this part of the application form.

Name and address of employer(s) (Show latest employment first)	Position held and brief description of duties	Dates		Reason for leaving
		From	To	

**EDUCATION**

Place of study	Dates		Qualification/Subject	Level	Grade	Date achieved
	From	To				

**HIGHER EDUCATION**

Place of study	Dates		Qualification/Subject	Level	Grade	Date achieved
	From	To				

**MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Please list any professional organisations of which you are a member which are relevant to the job for which you are applying. If you are not a member of a professional organisation please put 'N/A' in this part of the application.

Professional Organisation	Subject/Level of Membership

If you are applying for a teaching job, please confirm you are qualified to teach in England and Wales and that you are registered to do so. Please tell us your Teacher Reference Number.

Teacher Reference Number

**CONTINUING PROFESSIONAL DEVELOPMENT AND OTHER TRAINING COURSES**

Please give details of how you have kept your skills up-to-date and any other courses/qualifications or continuing professional development undertaken relevant to the job for which you are applying.

**SKILLS, KNOWLEDGE AND EXPERIENCE**

Using the person specification as a guide, please tell us how you feel your skills, knowledge and experience are relevant to this job. Remember to include any experience you have gained in community or voluntary work as well as employment.

It is important to complete this section. Simply referring to a curriculum vitae is not acceptable. You may continue on a separate sheet if necessary.

## OTHER DETAILS

Do you have a relationship with a Governor or a member of the Academy Trust? Yes  No

If YES, please state the person's name and relationship:

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Do you hold a UK Driving Licence? Yes / No If Yes, please specify the type (Full, HGV, etc):

As part of the recruitment process you will be required to provide evidence of your eligibility to work in the UK:

Are you eligible to work in the UK? Yes  No

## REFERENCES

Please provide two references, one of which should be from your present or most recent employer or educational establishment if this is your first job. If the job you are applying for requires a DBS disclosure **we will take up these references before we interview you**. If you do not provide full contact details, including contact telephone numbers/email address, for your referees, this may delay the recruitment/appointment process. Where you have not worked previously, please name someone as a referee who has known you for at least three years but is not a relative and who can comment upon your ability to carry out the post.

### Reference 1:

Name: ..... Job Title: .....

Organisation: .....

Address: .....

Postcode: .....

Email: ..... Telephone: ..... Fax: .....

Relationship to you: .....

### Reference 2:

Name: ..... Job Title: .....

Organisation: .....

Address: .....

Postcode: .....

Email: ..... Telephone: ..... Fax: .....

Relationship to you: .....

**IMPORTANT – Please read and complete the section:- Rehabilitation of Offenders – Disclosures, on Page 8 and make certain you have completed all other relevant sections of this form prior to signing and dating below.**

By submitting this application I am agreeing that the information given is true and correct and I understand that any offer of employment will be made on this basis.

**Signed:**

**Date:**

**Please return the application form as instructed in the details of the advert for the job or to the address supplied with the application information.**

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## REHABILITATION OF OFFENDERS ACT – DISCLOSURE OF PREVIOUS CONVICTIONS

As an Equal Opportunities employer the Academy will not unfairly discriminate against you if you declare that you have a criminal record. Criminal records are only taken into account when the conviction may be relevant to the job for which you are applying.

A criminal record will not necessarily affect your chances for a post unless it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago and what age you were when you committed the offence, and any other relevant factors.

### **NON DBS POSTS (POSTS THAT DO NOT REQUIRE A DBS DISCLOSURE)**

You need to declare below any convictions that are **unspent** under the Rehabilitation of Offenders Act 1974.

Do you have any **unspent** convictions?

Yes  No

If **YES**, please give the details of the offence, date of conviction, judgement/sentence and any other additional information in the section below.

### **DBS POSTS (POSTS THAT DO REQUIRE A DBS DISCLOSURE – Please refer to the job advert or contact the Academy to confirm if the job requires a DBS Disclosure)**

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) by SI 2013 1198.

Please click on the link to view relevant legislation [http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

We will keep in strict confidence any information we receive from the Disclosure and Barring Service. We will store it securely during the recruitment and selection process.

Details of Offence	Date of Conviction	Sentence/Judgement

Additional Information

**Important:** This page should be detached from your application form and placed in a sealed envelope marked 'Private and Confidential' and 'For the attention of: Chair of Recruitment Panel'.

Name: (please print): .....

Sign: .....

Date: .....