

Vacancy: _____ Applicant No: _____

PERSONAL DETAILS

Last Name: _____ Title: _____
 First Name: _____
 Home Address _____

 Home Telephone No: _____ Work Telephone No: _____
 Mobile No: _____ E-Mail Address: _____

If currently employed may we contact you at work? Yes No

CURRENT OR MOST RECENT EMPLOYMENT

| | |
|--------------------------------------|---------------|
| Employer's Name and Address/Postcode | Position held |
| Employer's Telephone No: | |

| | |
|-------------|----------------------------------|
| Start date: | Leaving date or notice required: |
|-------------|----------------------------------|

| | |
|---------------|-------------------------------|
| Annual Salary | If Teacher – Scale and Point: |
|---------------|-------------------------------|

Reason for leaving:

Main Areas of responsibility:

PREVIOUS EMPLOYMENT (starting with the most recent job list all previous employment. Include periods of unemployment)

| Employer's name and address | Post(s) held | Dates | | Reason for leaving |
|-----------------------------|--------------|-------|----|--------------------|
| | | From | To | |
| | | | | |

APPLICATION FORM

Other previous jobs and/or gaps in employment

STATEMENT OF APPLICATION

Make sure that you have read the enclosed Person Specification and the Job Description before you complete this section. It is important that you full complete the Statement of Application, which refers to the Person Specification, taking each criterion, telling us how you meet the minimum essential requirements of the post. (Please continue of a separate sheet if necessary)

APPLICATION FORM

| EDUCATION/TRAINING & DEVELOPMENT | | |
|---|---------------|--|
| You may need to provide evidence of qualifications gained | | |
| Qualification(s) gained including grade | Dates awarded | School / Colleges, Universities or Institutes of Further Education |
| | | |
| | | |
| | | |
| | | |
| | | |
| Any other relevant qualifications or courses attended, including membership and status of any relevant Professional or Technical Associations | | |
| Details | | Dates |
| | | |

| REFERENCE DETAILS | |
|--|---|
| <p>Before completing this section please read the guidance notes attached carefully. Please give the name and address of two referees (not relatives, friends or people with who you live). If in employment quote you present and most recent employers, giving the name of your Manager. If short listed we will contact your referees before interview. We reserve the right to ask you for further referees if necessary. In addition to information on ability and performance we will be seeking information on recent sickness absence.</p> | |
| CURRENT / MOST RECENT EMPLOYER | OTHER REFEREE |
| Manager's Name: <hr/> Job Title: <hr/> Address: <hr/> Tel: <input type="text"/> Fax: <input type="text"/> <hr/> E-mail: <hr/> May this referee be contacted if you are short listed? Yes / No | Name: <hr/> Job Title: <hr/> Address: <hr/> Tel: <input type="text"/> Fax: <input type="text"/> <hr/> E-mail: <hr/> May this referee be contacted if you are short listed? Yes / No |

APPLICATION FORM

DECLARATION FORM

Employment with The Business Academy Bexley

Have you ever previously worked for The Business Academy Bexley? Yes No
If yes, please state:

Posts held: _____ Department: _____

Dates employed: _____ Reasons for leaving: _____

Rehabilitation of Offenders Act

The post for which you are applying for is based with the Academy you will therefore need to respond to statements (a) and need to read statement (b).

(a) Rehabilitation of Offenders Act 1974
Because of the nature of the work for which you are applying this post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore required to state whether or not you have any convictions or criminal charges or summonses pending against you whether or not your conviction is regarded as "spent". The Academy also requires to be advised if you have been arrested, interviewed or questioned by the police for whatever reason. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Academy. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies

(b) Protection of Children: Disclosure of criminal background of those with access to children
All posts based in establishments which deal exclusively or mainly with children and young people or posts involving work with children or young people are defined by the Criminal Justice and Court Services Act 2000 as "Regulated Persons" and the name of the successful candidate will be submitted to the Criminal Records Bureau for Disclosure of criminal conviction(s). This will include details of cautions, reprimands, final warnings, police enquiries and pending prosecutions as well as convictions. If the Academy finds anything in that record which might be considered prejudicial to his/her working with children or young people then the appointment might not be confirmed.

Have you ever been convicted of a criminal offence or
Are you currently undergoing criminal investigation? Yes No

If yes, please set out the details of the conviction(s) including dates below:
.....
.....

It is a further requirement of our recruitment procedures that you disclose any pending procedures prosecutions, cautions and bind-overs.

Have you ever been cautioned, bound over or have any outstanding prosecutions? Yes No

.....
.....

Sickness Record

Number of days absent from work due to sickness in the last three years: _____

Number of occasions absent from work due to sickness in the last three years: _____

*Please note that information given in this section will not be used for shortlisting purposes. However, you may be asked further questions at interview.

Applicants with Disabilities

If you are a disabled person, do you require assistance either at interview or to meet some of the job requirements specifically because of your disability? Yes No

If yes, please state your requirements.
.....
.....

APPLICATION FORM

Driving Licence (please only answer this question if driving is a requirement of the post, detailed in the person specification)

Do you hold a current, clean, valid driving licence? Yes / No

Please give details if you have answered no to the above question:

Do you own or have use of a car? Yes / No

Eligibility to work

Are you a UK or EU/EEA Citizen?

Yes

No

If not, it is possible that you may not be eligible to work in the UK without a work permit/visa.

Please indicate if you will require a work permit

Yes

No

If no, please indicate the basis on which you are eligible to work in the UK

.....
National Insurance Number:

Data Protection

Under the terms of the Data Protection Act 1998 the information you provide in this application form and monitoring form will only be used for the purpose of assessing your suitability for employment, for monitoring The Academy's Human Resource policies and procedures.

If you are unsuccessful this information will be retained on file for at least 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend The Academy against a legal challenge to the fairness of the selection process from any interested party.

The Academy is under a duty to protect the public funds it administers and to this end must use the information you have provided on this form within its authority for the prevention and detection of crime and fraud. It may also share this information with other bodies administering public funds solely for these purposes.

I understand the information above and hereby

- (a) Declare that the information on my application/monitoring forms is correct and agree that they form part of the basis of my engagement and may be used for registered purposes under the Data Protection Act 1998.
- (b) I authorise The Academy to check information supplied and may be stored and processed for the purposes stated above.
- (c) I understand that providing misleading or false information/qualifications will disqualify me from appointment or if appointed may lead to dismissal.
- (d) I authorise The Academy to ask my previous employers questions regarding my sickness and disciplinary record and give consent for my previous employers to disclose this information.

Signed: _____ Date: _____

Applications returned via email, must be signed should you be shortlisted for interview.

APPLICATION FORM

The Business Academy Bexley Equal Opportunity Monitoring Information

The Academy has an Equal Opportunity in Employment Policy, which we are keen to monitor; the following information will enable us to measure its effectiveness in our recruitment practices. The information provided will be treated in the strictest confidence and will only be used for statistical purposes.

Vacancy:

Applicant No:

PERSONAL DETAILS

Gender

Female Male

Date of Birth: _____

Ethnic Group – How would you describe your ethnic origin? (tick one box)

Asian or Asian British

- Afghani
- Bangladeshi
- Indian
- Pakistani
- Sinhalese
- Sri Lankan Tamil
- Any other Asian Background

Black or Black British

- Caribbean
- Ethiopian
- Ghanaian
- Nigerian
- Somali
- Any other African Background
- Any other Black Background

Dual Heritage

- White and African
- White and Asian
- White and Caribbean
- Any other Dual Background

Other ethnic groups

- Arab
- Chinese
- Iranian
- Kurdish
- Lebanese
- Any other ethnic group

White

- Albanian
- Kosovan
- British
- Irish
- Any other White Background

People with Disabilities

The Disability Discrimination Act 1995 defines a person as disabled if they have a “physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes No

If yes please specify the nature of your disability: _____

(Please remember to complete the declaration form regarding reasonable adjustment requirements)

Advertisement

Where did you see the post advertised or hear about this vacancy?

Guidance Notes for Applicants on Completing the Application Form

GENERAL INFORMATION

The following information is designed to help you complete the application form as effectively as possible. If you require assistance in completing the form, or need the form in an alternative format please contact The Academy.

The Academy follows a policy of Equal Opportunities. We understand that our workforce consists of individuals who are unique and different and by harnessing these differences we will create an environment where every individual feels valued and encouraged, where talents are recognised, developed and utilised. This will help us meet our organisational goals.

Please read the information pack paying particular attention to the job description and person specification.

PERSONAL DETAILS

Please complete this section fully.

If you are currently working please make sure you indicate if you do not wish to be contacted at work.

EMPLOYMENT RECORD

Please complete this section in date order, beginning with your most recent job and listing all work undertaken since leaving school / college.

Please continue with this section on a separate sheet if necessary.

STATEMENT OF APPLICATION

This is the most important section and must be completed fully.

During the short-listing process your skills, experience and knowledge will be assessed against the selection criteria outlined on the person specification.

It is therefore very important that you address all the areas identified in the person specification and give specific examples as to how you meet the selection criteria.

You may have gained relevant experience through paid employment, or voluntary work in

the community or in a school environment, etc...

You may find it helpful to do a rough draft first making sure you have covered all the requirements of the person specification.

EDUCATION & TRAINING

Please complete this section as fully as possible, we will require evidence of your highest and / or relevant qualifications before confirming an appointment and may check your qualifications with the relevant awarding body.

Qualifications are not always essential for all posts, you may have undertaken other training that is just as relevant to the post.

REFERENCE DETAILS

All offers of appointment depend on receiving references satisfactory to The Academy. You must give two referees that have had managerial / supervisory responsibility for you, one of whom must be your manager with your current / most recent employer.

If you have not worked for some time or have not worked, give the name of someone who can comment on your ability to do the job.

The Academy reserves the right to ask for substitute referees, if the one you have provided are not deemed to be suitable. For certain posts we may contact all previous employers.

We will specifically enquire if disciplinary action has ever been taken or was pending and details of your sickness record.

You may ask to see these references, however some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released
- or
- your right to know this information and its source outweighs the right to privacy of the third party

DECLARATION FORM

It is important that you read and answer all the questions on this part

of the application. Should any section be left unanswered the Academy reserves the right to contact the applicant to obtain clarification.

For Confidentiality if you are making any disclosures relating to the contents of this part of the form it is permitted that you place the Declaration form in a sealed envelop marked clearly with your name and post applied for and return with your completed application form to the address below.

EQUAL OPPORTUNITIES MONITORING FORM

In order to make sure that The Academy's policy on Equal Opportunities is working effectively, monitoring information needs to be collected and analysed. This information is confidential and monitored by the HR Department. It will not be used for selection purposes.

ADVERTISING MONITORING

This information is required to ensure that The Academy can monitor the effectiveness of its recruitment advertising. This information will not be used for selection purposes.

CONTACT DETAILS

Please return your completed application form to:-

HR DIRECTOR

The Business Academy Bexley
Yarnton Way

Erith

Kent

DA18 4DW

Telephone: 0208 320 4800

Fax: 0208 320 4810

e-mail:

melanie.garder@tba.bexley.sch.uk

www.thebusinessacademy.org/careers

More details can be found in the Vacancy pack for the post.