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| **Application for post of:** | **Job ref:** |
| Please return your Application Form to Loraine Crates at Bramley Oak Academy, email: [Loraine.crates@bramleyoakacademy.org.uk](mailto:Loraine.crates@bramleyoakacademy.org.uk) Please complete all sections, reference to your CV will not be considered. | |

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| Please contact us if you would like to receive this Application Form in an **alternative format**.  If you have a disability, and will require any adjustments for interview or wish to apply for an interview under the **Guaranteed Interview Scheme**, please indicate on this form. The Trust particularly welcomes applications from BAME candidates and other under-represented groups. |

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| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| \*mandatory fields – please note if these fields are not completed your application will not be processed and will be automatically rejected |

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| **Personal Information** (BLOCK CAPITALS) | | | | | | |
| \*Surname: |  | | \*Other Names: | | |  |
| \*Title: (Dr/Mr/Mrs/Miss/Ms) |  | | \*Previous Names: | | |  |
| \*Address: | | | | | Date of Birth: | |
| Tel. No. | | Mobile No: | | \*Email address: | | |
| Do you possess a current driving licence? YES/NO | | | Do you have the use of a car? YES/NO | | | |
| \*Do you possess the right to live and work in the UK?  *(Original documentation will be required)* | | | YES/NO (delete as appropriate) | | | |
| Do you have any holiday commitments for the next 2 months? | | |  | | | |
| Where did you see this post advertised? | | |  | | | |

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| **Secondary School Education** | | | | | | | |
| Name of Educational Institution | | | Full/Part Time | Course/Subjects | | Qualifications gained with grades | |
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| **Other Education and Formal Training** | | | | | | | |
| From | To | Name of Training Institution | Full/Part-time | Course/Subjects  (including levels studied) | | Qualifications with grades and date awarded | |
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| **Present or most recent employment** | | | | | | | |
| Job Title: | | | | | | | |
| Name of the Employer: | | | | | | | |
| Address: | | | | | | | |
| Current salary: Other remuneration e.g. benefits: | | | | | | | |
| Date appointed: Date of leaving: | | | | | | | |
| If currently employed, how long is your notice period? | | | | |  | |  |
| Reason for leaving: | | | | | | | |
| Details of the duties and responsibilities in your present or most recent employment. | | | | | | | |
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| **Periods When Not Working** | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From  (Month/Year) | Date to  (Months/Year) | Reason |
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| **Previous Employment**  Please start with the most recent employment and explain **all gaps** in your employment history, including any voluntary activities/roles. Applications will be rejected if any gaps are unexplained.  For additional reference purposes we may elect to contact any of your former employers. | | | | | | |
| Period of Service | | Name of Employer and Address and Contact Details | Salary | Job Title/Key Tasks | FT/PT | Reason for Leaving |
| From Mth. Yr | To  Mth. Yr. |
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| **Supporting Statement**  Please use this section to tell us how you believe you meet all of the essential and desirable (if applicable) requirements of the **Person Specification** for the role you are applying for.  Please refer to any **community, voluntary work, leisure interests or activities** which you consider are relevant to this role.  Please continue on a separate sheet if required. Please note your **CV will not be accepted**. |
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| **References**  Please give the names of two referees unrelated to you. At least one should be your current/most recent employer. If you have never been employed you should give details of a teacher or university lecturer who has known you for at least two years. The Academy will only seek references for the preferred candidate(s) and the information will be used to either confirm or withdraw any conditional offers of employment. | |
| Name:  Position:  Organisation:  Address:  Telephone:  Email: | Name:  Position:  Organisation:  Address:  Telephone:  Email: |

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| **Disclosure and Barring Service (DBS) Check** | |
| This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of that Act. If you have a conviction, regardless of how long ago the offence may have occurred or its seriousness, it **MUST BE DISCLOSED.** You will be subject to a DBS check and where appropriate a Barring check. Any offers of appointment may be withdrawn if these checks prove to be unsatisfactory. If you fail to make a full disclosure or provide sight of your DBS certificate then your offer of employment is likely to be withdrawn. The DBS policy covers the recruitment of ex-offenders which is available upon request.  Place of Birth: Length of time at present address:  Have you ever been convicted by a court of any offence (other than Road Traffic offences): Yes\* 🗆 No\*🗆  If the answer is YES give details of conviction(s) and continue on a separate sheet if necessary.  \***I confirm that the information given by me is correct and that I hereby give my express consent for a DBS and where applicable a Barring check to be carried out and I will provide the Academy with sight of my original DBS certificate within 14 days of receipt. (I understand that if I withhold my express consent for these checks to be made my application is unlikely to be considered further and any conditional offer of employment is likely to be withdrawn).** | |
| **I declare that the information I have supplied on this form is true and accurate to the best of my knowledge. I give my consent for the Academy to use the information and contact details I have provided in order to make informed recruitment decisions regarding my application.** | |
| Signature: | Date: |
| If your application is unsuccessful, your personal data will be kept for 6 months after the end of the relevant recruitment stage, after which it will be automatically destroyed. You may ask us to keep your personal data for longer, for example so that you receive alerts in relation to future employment opportunities for which you may be suited. You are free to ask us to delete your data at any time.  If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Personnel File (electronic and paper based) and retained during your employment with the Trust. The periods for which your data will be held, together with further information about how the Trust collects and uses your personal information, will be provided to you in a staff privacy notice.  I do not want you to keep my details on file if I am unsuccessful in my application (tick as appropriate)   |  | | --- | |  | | |