



**Oaklands Primary Academy**  
Oaklands Lane, Biggin Hill, Kent TN16 3DN

**Telephone Number:** 01959 573963

**Email:** [admin@oaklands.bromley.sch.uk](mailto:admin@oaklands.bromley.sch.uk)

**Website:** [www.oaklandsprimarybromley.co.uk](http://www.oaklandsprimarybromley.co.uk)

# Application Form

Head Teacher: **Miss R E Sharp** BSc QTS NPQH  
Deputy Head Teacher: **Mrs R Kushoro** BA (Hons) PGCE MA Ed NPQH

Oaklands Primary Academy is a charitable company limited by guarantee and registered in England and Wales with company number 9712111. The registered office is at Oaklands Lane, Biggin Hill, Kent TN16 3DN

All our staff are committed to safeguarding and promoting the welfare of children and young people

## **Guidance Notes**

### **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

### **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

### **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

### **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

### **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## Declaration of Criminal Offences

Please read this carefully before completion.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

### Declaration

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

### Monitoring

This School has an Equal Opportunity in Employment policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

### Checklist

**Before you submit your application, please check that you have:**

Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job	<input type="checkbox"/>
Read through your application form and make sure that you have filled out all the parts that we have asked you to	<input type="checkbox"/>
Given clear, step-by-step examples of your skills, abilities, knowledge and experience	<input type="checkbox"/>
Attached additional information if you have run out of space	<input type="checkbox"/>
Kept a copy of your completed application form and Job Description and Person Specification	<input type="checkbox"/>
Made sure that your application form will be received by the closing date <b><i>NB if you are sending your form in the post, please ensure that you attach the right amount of postage</i></b>	<input type="checkbox"/>

What happens next?

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted.

Please forward your application form to [admin@oaklands.bromley.sch.uk](mailto:admin@oaklands.bromley.sch.uk). Alternatively you can post to Oaklands Primary Academy, Oaklands Lane, Biggin Hill, Kent TN16 3DN



# Application Form for Employment (Teaching and Support Staff)

For office use:
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**Thank you for your interest.**

The following information is necessary to ensure that full consideration can be given to all candidates.

The information given will be treated as confidential.

Please note CVs will only be considered when accompanied by a completed application form.

Application for the post of:	Position Ref No (if applicable):
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## Section 1:

Personal Details	
Forename:	Title:
Surname:	
Address	
Post Code:	Telephone No:
Mobile No:	Email:
How would you like us to contact you about your application? Email <input type="checkbox"/> Post <input type="checkbox"/>	

Working in the UK	
What date did you become a resident in the UK	___/___/___
Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to work in the UK	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an existing employee? Yes / No	Employee number:

Education and Skills Act 2008/Education Act 2002		
Circle the corresponding answers that apply to you.		
Are you, or have you ever been, the subject of a referral to, or proceedings before, the department for education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008?	Yes	No
Are you, or have you ever been, subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school taking part in the management of an independent school or working in a position which involves regular contact with children?	Yes	No

**If answering "YES" please provide details on a separate sheet and send this in a sealed envelope marking "Confidential" which your application form.**

Teachers ONLY		
Teaching Reference Number: _____	Date of Qualification: ___/___/___	
Have you completed an induction year as a Newly Qualified Teacher?	Yes	No

**Section 2:**

Employment	
Starting with your most recent job role, list all previous employment (whether paid or unpaid) providing all of the requested details. Include periods of unemployment and explain any gaps in employment in the relevant box. Please continue on a separate sheet of paper if necessary ensuring it is attached to your application.	
Name of Current/Last:	From: <span style="float: right;">To:</span>
Employer: Address:	Job title:
	Salary / Grade:
Period of Notice:	Reason for leaving:
Brief description of responsibilities:	
Previous Employment	
Name of Employer:	From: <span style="float: right;">To:</span>
Address:	Job title:
	Salary/ Grade:
Reason for leaving:	
Name of Employer:	From: <span style="float: right;">To:</span>
Address:	Job title:
	Salary / Grade:
Reason for leaving:	
Name of Employer:	From: <span style="float: right;">To:</span>
Address:	Job title:
	Salary / Grade:
Reason for leaving:	
Please explain any gaps in employment giving dates and reasons. <i>Please continue on a separate sheet of paper if necessary:</i>	

Additional Information	
Are you applying for the post on a job share basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have: (a) a full current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) a car you can use for work?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section 3:**

Education				
Name of Secondary School/ College	From	To	Qualification	Grade

Training & Development			
Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.			
Name of College/ University/Other	From	To	Qualification/Grade obtained

Professional Memberships/Qualification	
Name of Professional Body	Qualification/Membership & Date

**Section 4:**

**Suitability**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

**Section 5:**

Interests
Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the Academy for the purpose of enriching its extra-curricular activities.

**Section 6:**

References	
Please give details of two referees, one of whom must be your current and/or last employer and the other from a previous employer, Please see guidance notes for more information.	
<p><b>Referee 1</b></p> <p>Name: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email Address: _____</p> <p>Telephone Number _____</p> <p>Occupation: _____</p>	<p><b>Referee 2</b></p> <p>Name: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Email Address: _____</p> <p>Telephone Number _____</p> <p>Occupation: _____</p>
May we contact prior to Interview? YES / NO	May we contact prior to interview? YES / NO

**Section 7:**

Disability		
The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day to day activities. If we know you have a disability we will make adjustment or special arrangements, if required, to allow you to attend the interview should you be shortlisted for the role.		
Do you have a disability you wish us to know about at this stage?	Yes	No
If yes, please let us know what requirements you may need: _____		

**Section 8:****Relationship to Staff or Governors**

Are you related to, or have a close relationship with any current employee or School Governor?

If you have a relationship with an employee and/or Governor, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Position in School

**Section 9:****Disclosure & Barring Check**

An offer of employment is conditional upon the Academy receiving an Enhanced Disclosure from the Disclosure and Barring Services (DBS) which the Academy considers to be satisfactory. The Academy applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the academy which amount to regulated activity. It is unlawful for the Academy to employ anyone who is barred from working with children. It is a criminal offence for any person who is in your application will be handled in accordance with any guidance and / or code practise published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings. (Including those which would normally be considered "Spent" under the act) must be declared. Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offence and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if the DBS check reveals information which we reasonably would make you unsuitable for the role.

Do you have a current DBS Certificate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any convictions, cautions, reprimands or final warning that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) <i>Continue on a separate sheet if necessary.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide full details: _____ _____

**Section 10:****Recruitment**

It is the Academy's policy to employ the best qualified applicant and to provide equal opportunity for the advancement of employees including promotion and training and to not discriminate against any person because of race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious beliefs, disability and age. All new applicants are subject to a probationary period.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the Academy's Child Protection Policy is enclosed with this application. Please take time to read it.

## Recruitment Checks

Any offer of employment will be conditional on the satisfactory completion of the necessary pre-employment checks:

- Enhanced DBS Check with a Child Barred List.
- Satisfactory References.
- Qualification certificates relevant to the Job Description.
- Right to work in the UK – We will require you to provide evidence of your right to work in the UK in accordance with the immigration, Asylum and Nationality Act 2006
- Occupational Health check.

## Section 11:

### Data Protection Notice

Throughout this form we ask for some personal data about you. We'll only use this data in line with the Data Protection Legislation and process your data for one or more of the following reasons permitted in law:

- You have given permission
- We must process it to comply with our legal obligations

You will find further information attached on how we use your personal data in our Privacy Notice for job applicants.

## Section 12:

### Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.
- I understand the providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the Academy processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the Academy making direct contact with the people specified as my referees to verify the reference.
- I confirm that to the best of my knowledge, I am not disqualified from working in early year's provision or later years' provision with children under the age of eight.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Workforce Monitoring

Application Reference Number: \_\_\_\_\_

In line with the Codes of Practice issued by the Equality & Human Rights Commission and as required by the Audit Commission, it will be appreciated if you will complete this section of the application form, which will be separated from the rest of the form before shortlist selection takes place.

You can be assured that this information will be treated in confidence and will not be available to shortlisting officers or interviewers.

### 1. Gender

Would you describe yourself as?

Male	
Female	
Prefer not to say	

Is your gender identity the same as the gender you were assigned at birth?

Yes  No

### 2. Age

Under 25	
25-34	
35-44	
45-54	
55-64	
65 and over	
Prefer not to say	

### 3. What is your Ethnic Group?

How would you describe yourself?

<b><u>Asian or Asian British</u></b>	
Bangladeshi	
Indian	
Pakistani	
Any other Asian background (please write in box)	
<b><u>Black or Black British</u></b>	
African	
Caribbean	
Any other Black background (please write in box)	
<b><u>Chinese or another ethnic group</u></b>	
Chinese	
Any other ethnic background (please write in box)	
<b><u>Mixed heritage</u></b>	
White and Asian	
White and Black African	
White and Black Caribbean	
Any other mixed background (please write in box)	

<b>White</b>	
British	
English	
Irish	
Scottish	
Welsh	
Any other white background (please write in box)	
Prefer not to say	

#### 4. Religion or Belief

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

Please tick the box that best describes your religion or belief:

Buddhism	
Christianity	
Hinduism	
Judaism	
Muslim	
Sikhism	
Other religion or belief (please specify)	
No religion	
Prefer not to say	

#### 5. Disability

The Equality Act 2010 defines a disability as 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". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes	
No	
Don't know	
Used to have a disability but have now recovered	
Prefer not to say	