

## Application Form

Applicant Surname (CAPITAL LETTERS):

Please email your completed application form to: [hr@berlesduna.co.uk](mailto:hr@berlesduna.co.uk) or return by post to: Berlesduna Academy Trust, School House, Church Road, Basildon, Essex SS14 2EX by the closing date.

Thank you for your interest in this post.

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 complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form. When submitting this form electronically you will be required to confirm the information is accurate by ticking the box in section 15.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process please contact the school office.

### Section 1

#### Post Details

Application for appointment as: \_\_\_\_\_

School: \_\_\_\_\_

Reference no. (if applicable) \_\_\_\_\_

Closing date: \_\_\_\_\_



**Section 2**

**Personal Details**

Last name and title: \_\_\_\_\_ First name (s): \_\_\_\_\_

Previous names: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home telephone no: \_\_\_\_\_ Home email address: \_\_\_\_\_

Work telephone no: \_\_\_\_\_ Work email address: \_\_\_\_\_

Address: \_\_\_\_\_

National Insurance no: \_\_\_\_\_

Do you have the right to work in the UK?

☐

Yes

☐

No

**Section 3**

**Present Employment** (if currently employed)

Employer's name and address (if applicable): \_\_\_\_\_

Nature of business: \_\_\_\_\_

Current post title: \_\_\_\_\_ Date appointed: \_\_\_\_\_

Grade/salary range: \_\_\_\_\_ Current salary: £ \_\_\_\_\_

Notice required: \_\_\_\_\_ Allowance(s) received: Type(s) \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Value(s): £ \_\_\_\_\_

Please tick the box if you do not wish to be contacted at work

☐



### Brief outline of duties in your current or most recent job

## Previous Employment

Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

Employer	Start date	End date	Job Title	Reason for leaving

**Section 6**
**Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, career break, voluntary work, training.

Start date	End date	Reason for break

**Section 7**
**Ability to travel (if required)**

Do you have a valid driving licence? Yes ☐ No ☐

Do you have access to a vehicle which you are able to use for work purposes? Yes ☐ No ☐

If not, are you able to travel, for work purposes, by another means of transport? Yes ☐ No ☐

**Section 8**
**Secondary School Education** (please list most recent first)

School(s)	From	To	Qualification/subject obtained and awarding body	Grade	Dates

**Section 9**
**Continuing Education** (University/College/Apprenticeships etc.)

Please list most recent first.

Education Establishments	From	To	Qualification/subject obtained and awarding body	Grade	Dates

**Section 10**
**Professional Qualifications**

Including details of professional association membership

Do you hold Qualified Teacher Status (QTS)?

☐

Yes

☐

No

Teacher Reference Number:

**If yes please complete the following:**

Date NQT Statutory Induction Period (if qualified since August 1999) (statutory requirement for maintained schools)

Started: \_\_\_\_\_

Completed: \_\_\_\_\_

**Section 11**
**Other relevant training and development activities attended in the last five years**

Please list the most recent first and continue on a separate sheet if necessary.

Brief description/Course title	Date	Organising body

**Section 12****Information in support of this application**

Please use the person specification as a prompt to describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should ensure that any information submitted reflects your experience relating to the competencies that are detailed in the Person Specification (please continue on a separate sheet if necessary). *If you are a teacher, please provide details of any specialist teaching experience/skills you possess that may be relevant to the post.*

### Section 13

#### References

Please give the name and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. Applicants must ensure referees consent to be contacted and for reference information to be held for a period of 6 months.

1) Name _____	2) Name _____
Address: _____	Address: _____
Position: _____	Position: _____
Telephone number: _____	Telephone number: _____
Relationship between referee and applicant: _____	Relationship between referee and applicant: _____
Period of time applicant known to referee: _____	Period of time applicant known to referee: _____
Email address: _____	Email address: _____

Note: (i) Referees will be contacted before interviews.

(ii) If either of your referees know you by another name please give details.

(iii) The school may contact other previous employers for a reference without your consent.

(iv) References will not be accepted from relatives or from people writing solely in the

### Section 14

#### Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with, any employee, Trustee or Governor of the establishment to which your application is being made (or to any County Councillor or employee of Essex County Council)? If 'yes', please state the name(s) of the person(s) and relationship (see notes below).

\_\_\_\_\_ ☐ Yes ☐ No

Failure to disclosure a close personal relationship as above may disqualify you.

Canvassing of Governors, Trustees, County Councillors or senior Managers of the School/Essex County Council by or on your behalf is not allowed.

**Section 15**

Please read the following statements and information relating to your application carefully. By submitting this form and clicking on the box below you are certifying that the information you have supplied is accurate and confirming that the declarations are true to the best of your knowledge. Any false information will result in the withdrawal of any offer of employment or, in the event of employment, in disciplinary investigation by the school which may result in dismissal.

**Declaration**

☐ I certify that the information I have supplied on this form is accurate and true to the best of my knowledge.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a Self-Disclosure Form (SD2) and, where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application.

A conviction/caution/reprimand will not necessarily be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment.

**Safer Recruitment and Childcare Disqualification Checks**

☐ I certify that I am not disqualified from working with children or subject to any sanctions imposed by a regulatory body which would prohibit or restrict me from applying for this post.

Short listed candidates applying for a relevant post in a school setting covered by the Childcare (Disqualification) Regulations 2009 ("the Regulations") will be asked to complete a Disqualification Declaration Form. A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the school office if you wish to review this Form prior to submitting your application.

**Data Protection**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.



**Data Protection (continued)**

I acknowledge that by completing this form the school will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the school will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.

If I am the successful applicant I acknowledge that this information will be retained in line with the school's retention schedule. If I am not the successful candidate I acknowledge this information will be retained by the school in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.

All forms submitted (in paper or electronic format) will be held securely by the school in line with their data protection policy.

Thank you for applying for this post and your interest in working for this school. It is not our normal practice to acknowledge receipt of paper applications. If you submit this form electronically you will receive confirmation that the form has been received.

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

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

## Recruitment Monitoring Information

Reference No: 

Post Title: 

Last Name: 

First Name(s): 

Berlesduna Academy Trust is committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. There is no obligation on you to provide this information. All applicants will be treated the same regardless of whether or not they provide this information. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the 'prefer not to say' option.

### Age

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 15-19 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 55-59 |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 60-64 |
| <input type="checkbox"/> 25-29 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 65-69 |
| <input type="checkbox"/> 30-34 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 70+   |
- ☐ Prefer not to say

### Gender

- ☐ Male
 ☐ Female
 ☐ Prefer not to say

### Ethnic origin

- |  |  |
|--|--|
| <input type="checkbox"/> Asian/Asian British – Bangladeshi | <input type="checkbox"/> Mixed – White and Asian                     |
| <input type="checkbox"/> Asian/Asian British – Indian      | <input type="checkbox"/> Mixed – White and Black African             |
| <input type="checkbox"/> Asian/Asian British – Pakistani   | <input type="checkbox"/> Mixed – White and Black Caribbean           |
| <input type="checkbox"/> Asian/Asian British – Other       | <input type="checkbox"/> Mixed other                                 |
| <input type="checkbox"/> Black/Black British – African     | <input type="checkbox"/> White – British                             |
| <input type="checkbox"/> Black/Black British – Caribbean   | <input type="checkbox"/> White – Irish                               |
| <input type="checkbox"/> Black/Black British – Other       | <input type="checkbox"/> White – Other                               |
| <input type="checkbox"/> Chinese                           | <input type="checkbox"/> Other (please specify) <input type="text"/> |
|  | <input type="checkbox"/> Prefer not to say                           |

### Sexual orientation

- |  |                                  |  |
|--|----------------------------------|--|
| <input type="checkbox"/> Heterosexual      | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Transgender                                 |
| <input type="checkbox"/> Bisexual          | <input type="checkbox"/> Gay     | <input type="checkbox"/> Other (please specify) <input type="text"/> |
| <input type="checkbox"/> Prefer not to say |                                  |  |

Continued overleaf

## Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows: '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'.

To be protected under the Act.

- An individual must have an impairment which can be physical or mental. It has to be substantial, that is something more than minor or trivial.
- It needs to be long term i.e. the impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) and
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).
- The effect an impairment may have on day-to-day activities is defined in the Act as falling within the following categories:
  - mobility
  - manual dexterity
  - physical co-ordination
  - continence
  - ability to lift, carry or otherwise move everyday objects
  - speech, hearing or eyesight
  - memory or ability to concentrate, learn or understand
  - perception of the risk of physical danger

☐ I do consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

☐ I do not consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above).

☐ I prefer not to say.

## Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems for 4 working weeks, after which time it will be destroyed. I acknowledge the data is collated for purposes of equal opportunities monitoring and will be processed in accordance with the Data Protection Policy.

Signed:

Date: