## JOB APPLICATION FORM

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| **POST TITLE:** |
| **CLOSING DATE:** |

**Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, a declaration of disqualification by association, children’s barred list check and section 128 check (where relevant). Teaching staff will also be subject to a ‘Teachers Prohibition to Teach’ check*.***

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| 1. Personal details |

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| Mr/Mrs/Ms/Miss/Dr: | | Are you applying for a job share? Yes / No | |
| Surname/Last Name: | | First Names: | |
| Address: | | Telephone Number (Home): | |
| Telephone Number (Mobile): | |
| Email: | |
| Post Code: |  | |  |
| Where did you see or hear of this job? | | | |

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| **2. Educational / Technical / Professional Qualifications** |

(Please name any institute or professional body in full, rather than using initials)

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| Where attained | Subjects / Qualifications | Year | Grade |
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| **3. Details of relevant training courses** |

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| Course subject and provider | Length of course | Year |
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| 4. Employment history |

Please give details of all jobs held including part time and unpaid work, starting with your present / last employer.

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| Employer (Name  & Full Address) | Jobs held and  main duties | From | To | Salary/  Grade | Reason for leaving |
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| **5. Relevant Knowledge, Experience & Skills** |

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| Please tell us how your knowledge, experience and skills meet the job requirements described in the person specification. Please refer to the guidance notes.  **Please attach your supporting statement on A4 sheets.** |

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| 6. Final Section |

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| Do you hold a current driving licence? (if applicable to the role)  Is it a Full / Provisional / LGV / PCV licence? |
| If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview?  For example, please let us know if you need wheelchair access, a sign language interpreter, etc. |
| All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Governor or employee of The Bradford Academy.  Are you related to an existing Governor or employee of the school as described above? Yes / No  If yes, please provide the following details:  Surname/Last Name: First Names:  Address: Relationship: |

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| We will request references should you be successful at interview, one must be from your current employer. You will also be subject to a DBS check.  Please provide details for referees including email addresses:  Name: Position:  Email Address: Tel:  **Current Employer:** YES/NO  Name/Address of Employer:  Name: Position:  Email address:  Name/Address of Employer: |

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? |
| If Yes, please provide details: |
| If you are successful in your application, would you require a work permit prior to taking up employment? |
| **Applicants should note that failure to declare any restrictions to employment or the need for a work permit may lead to termination of contract.** |
| I declare that the information I have given is accurate and true Signed: Date: |

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| ***Please return your completed application form to:***  [**recruitment@bradfordacademy.co.uk**](mailto:recruitment@bradfordacademy.co.uk)  **We would prefer to receive your application via e-mail as this assists us administratively.**  If you do not have access to a computer you may send your application by post to:-  HR Team  Bradford Academy  Teesdale Street  Bradford  BD4 7QJ  **Please send your application by one method only (i.e. do not send by both email and post) to prevent unnecessary duplication.** |
| **If you have not heard from us within four weeks of the closing date you may conclude that you have not been shortlisted.** |

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| **Personal Details** |

#### Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with the Bradford Academy.

Please ensure that you read, sign and return a copy of the GDPR Privacy Notice for Candidates (with your application) that is available on our website. All the information that you provide throughout the application process will be treated in accordance with this Privacy Notice.