## 

## 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.

**Declaration of Criminal Offences**

Please read the information below before completing the form.

It is the Academy’s policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not ‘protected’ as defined by the [Ministry of Justice](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are ‘protected’ under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance & criteria on the filtering of these cautions & conditions can be found on the Disclosure & Barring service website.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children are likely to make you unsuitable since this is a ‘regulated position’ under the Criminal Justice & Courts Services Act 2000. The School’s policy on the recruitment of ex-offenders is available on request.

Failure to disclose any relevant offences or give false information will disqualify any offer of employment, or result in summary dismissal if you are in post, with possible referral to the police. Confirmation of appointment is subject to a satisfactory Enhanced DBS Certificate.

## Spent and Unspent Convictions, Cautions, Warnings and Reprimands except those ‘protected’

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Offence | Date | Court | Sentence/Penalty |
|  |  |  |  |

## Pending Prosecutions

Please complete this table entering “none” if applicable. Continue overleaf if necessary.

|  |  |  |
| --- | --- | --- |
| Alleged Offence | Appearance Date | Court |
|  |  |  |

## Prohibition from Teaching (if teaching post)

I confirm that I am/am not (delete as appropriate) subject to a Prohibition Order or Interim Prohibition Order in line with the School Staffing (England) (Amendment) Regulations 2013.

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| Signature: |  | Full Name  (in capitals): |  | Date: |  |