

King Edward V1 Academy Trust



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

APPLICATION FOR EMPLOYMENT

Position applied for:

School..... Post No.

Available to take up employment (date):

PERSONAL DETAILS

Surname:..... Forenames:.....

Title: Mr/Mrs/Miss/Ms/Other..... Former name(s):

Address:

..... Postcode:.....

Pension Scheme: (if applicable)..... DfE number: (if applicable).....

Telephone No's Home:..... Work (if it may be used):.....

Mobile:..... Email:

National Insurance number:

If qualified to teach after 1999, have you completed your induction period? Yes/No

If NO, please give details of outstanding period left to serve

| |
|--|
| |
|--|

Current driving license (if this is a requirement of this job): Yes/No

If yes, what type of license?

SECONDARY EDUCATION (in reverse chronological order)

| Dates | | Schools Attended from age 11 | Qualifications gained | | |
|-------|----|---------------------------------|-----------------------|-------|------|
| From | To | | Subject/Level | Grade | Date |
| | | | | | |
| | | | | | |
| | | | | | |

FURTHER EDUCATION & TRAINING (in reverse chronological order)

| Name of College or University | Dates | | Qualifications gained | | |
|----------------------------------|-------|----|-----------------------|-------------|-----------------|
| | From | To | Title and Subject | Class/Level | Date awarded |
| | | | | | |
| | | | | | |

OTHER TRAINING & PROFESSIONAL QUALIFICATIONS

| Professional Body / Course | Membership grade / Qualification | Date |
|----------------------------|----------------------------------|------|
| | | |
| | | |
| | | |

PRESENT OR MOST RECENT EMPLOYER

Name:

Address:

Postcode:

Starting Date: Present salary / grade:

Leaving Date (if applicable): Job title:

Duties / responsibilities:

Reason for Leaving:

PREVIOUS APPOINTMENTS *(with dates, in reverse chronological order, please)*

| Name of Establishment | Dates | | Main Responsibilities | Reason for Leaving |
|-----------------------|-------|----|-----------------------|--------------------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Please explain any gaps in your employment history:

PLEASE USE THIS SPACE TO PROVIDE FURTHER INFORMATION TO SUPPORT YOUR APPLICATION

(continue on a separate sheet if necessary).

ILL HEALTH RETIREMENT/DISMISSAL

Have you ever taken ill health retirement from a previous employer?

Have you ever been dismissed for some other reason?

If yes, please give the date and employer:

HEALTH (a successful candidate will be required to complete a Health History Form and may be required to attend a medical examination).

Are you in good health?

Are there any disabilities
Which may affect your
application?

Please describe below any disabilities and include any reasonable adjustments which you feel should be made to:

- a) the recruitment process to assist you in your application for this post *and*
- b) the job itself which would enable you to carry out your duties

CRIMINAL RECORD Have you ever been convicted of a criminal offence?

Yes/No

If "Yes "please Describe

| |
|--|
| |
|--|

The post is exempt from the Rehabilitation of Offenders Act and all convictions, cautions and bindovers including those regarded as spent must be declared. The successful applicant will be required to apply for an enhanced disclosure from the DBS.

If offered this position will you continue to work in any other capacity? Yes/No

If 'yes' please give details

| |
|--|
| |
|--|

REFERENCES please give names, addresses and positions of two persons, to whom a confidential reference may be made.

One should be from your present or most recent employer and one should be from your most recent experience working with children if this is not your present employer.

| | |
|--------------------------------------|--------------------------------------|
| 1. Name: | 2. Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Daytime Telephone No: Email: | Daytime Telephone No: Email: |
| Position: | Position: |
| Relationship to you: | Relationship to you: |
| May we request the reference: Yes/No | May we request the reference: Yes/No |

RECRUITMENT POLICY

It is the Academy`s policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, sexual orientation, age, religion or belief, marital status or disability.

DECLARATION

I declare that the information given on this form is, to the best of my knowledge, true and complete and I understand that any false information may be sufficient cause for rejection or, if employed, dismissal without notice. I also confirm that I am not on List 99 or otherwise disqualified from working with children. I further authorise the Academy to obtain references to support this application and release the Academy and referees from any liability caused by giving and receiving information. I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1998.

Data Protection ACT

The information collected in this form will be used in compliance with the Data Protection ACT 1998. The information is being collected by the King Edward VI Academy Trust for the purpose of administering the employment and training of employees of the Academy. The information may be disclosed, as appropriate, within the Academy, to Occupational Health, To the General Teaching Council, to the Teachers Pension Agency, to the department for Education, to the Local Government Pension Scheme, Pension Providers and relevant statutory bodies. You should also note because we have a duty to protect the public funds we handle, we might need to use information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

Signature:

Date:

Recruitment Monitoring

Name: Job Title:

Job ref no: Date:

To help us monitor our Equal Opportunities in Employment Policy
please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

British Albanian/Kosovan Romanian Irish Bosnian

Any other White background please write in below:

.....

B Mixed

White and Black – Caribbean White and Asian
White and Black – African Asian and Black

Any other Mixed background please write in below:

.....

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Any other Asian background please write in below:

.....

D Black or Black British

Caribbean African

Any other Black background please write in below:

.....

E Chinese or other ethnic group

Chinese Arab Afghan Kurdish Vietnamese

Any other please write in below:
.....

Gender

I am: Female Male

Date of Birth: Age:

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability please tick here.

Advertisement

Please tick where you saw this post advertised.

TES publication TES website Birmingham City Council website
 School website Other.....