JOB APPLICATION FORM

Head teacher: Mrs S Ross

Harborne Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age in accordance with our published Equality Policy.

Successful applicants will be required to undertake an Enhanced Disclosure.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

**It is important that you refer to the Guidance Notes before completing this form.**

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1. VACANCY DETAILS

Position Applied For:           

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1. PERSONAL DETAILS

First Name(s):       Last Name:       Any Previous Name/s:

Title       Date of birth:       Daytime Tel:

Evening Tel:       Mobile Tel No:       Email Address:

Address:       Postcode:

Correspondence Address if different from above:

Postcode:       Telephone:

Do you have the right to work in the UK? Yes:  No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

National Insurance Number:

Are you related to or do you have a close relationship with a current or former Governor or employee of this school? Yes:  No:

If yes, please provide details:

Name:       Relationship:

Position:       Department:

Have you applied for a role within the school in the last 12 months? Yes:  No:

If yes, please provide details (ie date and role applied for):

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1. RETIREMENT/DISMISSAL/DISCIPLINARIES

Are you in receipt of an occupational pension? Yes:  No:

If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement:

Have you ever been dismissed from a school/educational setting/Local Authority for misconduct? Yes:  No:  If yes, date:       Name of school/setting and LA:

Have you received a disciplinary warning from your employer in the last two years?

Yes:  No:  If yes, date:       Name of school/setting and LA:

Please attach full details of the reason for the dismissal/disciplinary warning in a sealed envelope marked ‘Private and Confidential’ and return with your application.

*(Please be assured that providing this information will not necessarily bar you from employment)*

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1. APPLICANTS – TEACHING QUALIFICATIONS

Support staff roles do not require teaching qualifications. However, it is useful for further professional development to be aware of qualifications/experience in this area.

Do you have QTS, including skills test if qualified post 2004? Yes:  No:

If yes, please answer the questions below.

Teacher Reference Number:

Where was the induction served?:

Between what dates did you serve your induction?:

Did you pass the induction?…..…………………………………………….……….. Yes:  No:

Do you have any period left to serve on your induction?….………….……….. Yes:  No:

If yes, how much longer have you got to serve?:

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1. EDUCATION/QUALIFICATIONS IN HIGHER EDUCATION (MOST RECENT FIRST)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates (mm/yy): | | Institution: university/college | Degree/Diploma/Title | Subject | Class/Div  Obtained | Date of award |
| From | To |
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1. EDUCATION/QUALIFICATIONS IN SECONDARY AND FURTHER EDUCATION

*Please list separately each qualification: with grade and date achieved, starting with GCSEs (or equivalent).*

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| --- | --- | --- | --- | --- | --- | --- |
| Dates  (mm/yy): | | Name of school / college | Subjects | Type of exam (e.g. GCSE) | Grade | Date gained  (mm/yy): |
| From | To |
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1. WORK EXPERIENCE (STARTING WITH CURRENT ROLE)

Please complete the following, in full chronological order, starting with your current employment. Please complete the following accurately and include all experience since the age of 18, including any part-time or voluntary work.

|  |  |  |
| --- | --- | --- |
| Name & address of current/most recent employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |
| Brief outline of duties in your current or most recent job | | |

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| --- | --- | --- |
| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

|  |  |  |
| --- | --- | --- |
| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

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| --- | --- | --- |
| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

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| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

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| --- | --- | --- |
| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

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| --- | --- | --- |
| Name & address of employer | | Job Title |
| Full-time or Part-time |
| From       To | Grade **and** salary | Reason for leaving |

*(Please continue on a separate sheet if necessary.)*

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1. 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, travelling, raising family, voluntary work, training etc.

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| --- | --- |
| Dates | Reason for break |
| From To |
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1. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

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| --- | --- | --- | --- |
| Year | Organising body | Course title | Length of course |
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1. MEMBERSHIP

Please indicate membership of any organisation/s relevant to this position

Name of organisation

Type of membership       Date of membership

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1. ARRANGEMENTS FOR INTERVIEW

If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise? Yes:  No:

If Yes, please specify, (e.g. ground floor venue, sign language, interpreter, audioloop, etc):

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1. WRITTEN REFERENCES

Please give the name of two referees, one of whom should be your current or most recent employer. If this employment has been within a school, this would normally be your head teacher. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. If you are shortlisted, the school will take up references prior to interview.

Written references will not be accepted from agencies, relatives, or people writing solely in the capacity of friends.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |
| Address  Postcode |  |  | Address  Postcode |  |
| Telephone  No |  |  | Telephone No |  |
| Email  address |  |  | Email address |  |
| Occupation |  |  | Occupation |  |
| Relationship to you |  |  | Relationship to you |  |
| How long have you known this referee? |  |  | How long have you known this referee? |  |

1. COVERING LETTER - TO BE ATTACHED

Please attach a covering letter using no more than 2 sides of A4, minimum font size 10, to describe how you meet the requirements of the job role, as detailed in the job description and person specification, you have applied for.

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1. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, to governors of schools, our HR Advisers, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the 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.

I, (print name)

consent to my employer recording and processing the information detailed in this application form.   
I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 1998.

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

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1. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police. *Please add your electronic signature in acceptance of the above. You will be required to sign a printed version should you be appointed.*

Signature:

Date:

Print Name:

Please add your electronic signature to this form. If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You will also be required to sign a declaration to this effect at a later date.

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1. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND

OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The Rehabilitation of Offenders Act 1974(exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are ‘spent’ under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

Signature:

Print Name:

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked ‘Private and Confidential’ and tick this box.

Having a criminal conviction will not necessarily bar you from employment.

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1. RETURN EMAIL ADDRESS

Please return completed applications by email to [***harborneacademy@hays.com***](mailto:harborneacademy@hays.com)

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RECRUITMENT MONITORING

Name:

Job title:

Job ref no if applicable:

Gender

I am:  Female  Male

Date of Birth:       Age:

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 2011 Census with additional categories included.

A White

British  Irish  Gypsy or Irish Traveller  Albanian

Any other White background, please indicate:

B Mixed

White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian

Any other mixed background please indicate:

**C Asian or Asian British**

Indian  Kashmiri  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

**D Black or Black British**

Caribbean  African

Any other Black background, please indicate:

**E Other ethnic group**

Arab  Kurdish  Vietnamese

Any other please indicate:

**Not disclosed**

**Disability**

The Equality Act 2010 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.

**EMPLOYMENT STATUS**

Are you currently employed by Birmingham City Council? Yes:  No:

Are you currently employed by a school in Birmingham? Yes:  No:

If yes please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes:  No:

**What is your sexual orientation?**

Bisexual  Lesbian or Gay  Heterosexual  Not Disclosed

**Religion**

Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist  Hindu  Jewish  Muslim  Sikh   
 No religion  Not disclosed Other - please specify:

**Job Advertisement**

How did you first find out about this job? Please specify the source or publication.

Teacher Vacancy Bulletin  Birmingham City Council Website  Jobsgopublic

WMJobs.co.uk  TES on-line  TES printed publication

Guardian  Jobs4U jobs bulletin  Website, other (please specify)

Professional Journal (please specify)  Other Newspaper (please specify) Radio (please specify) Birmingham Evening Mail  Word of Mouth  Careers/open day (please specify) Jobcentre Plus  Search Consultant  Other (please specify):

**NOTES FOR GUIDANCE**

**Application Form**

Your application is an important part of the selection process and will be a deciding factor in whether you are shortlisted. It is, therefore, essential that you complete the form accurately, with as much relevant information as possible. These guidelines are to help you to complete the form.

Read all the information sent to you carefully before completing the form. The person specification outlines the skills and experience necessary to carry out the job. When completing your application, try to make sure that you show how you meet all the criteria listed in the person specification. This is the information you will be shortlisted against. Please write in black ink or typed.

If you have any difficulty completing the application form, or have questions concerning it, please email [harborneacademy@hays.com](mailto:harborneacademy@hays.com)

**Personal Details**

Please complete this section fully. This information is important as it will help us to contact you should you be shortlisted for an interview.

**Equal Opportunities**

The Academy is an Equal Opportunities employer and in order to assist us in monitoring the effectiveness of our Equal Opportunities Policy we respectfully ask you to complete the Equal Opportunities form and return it with your application form. This information is collected purely for reporting purposes and will not be used as part of the selection process.

**Rehabilitation of Offenders Act/Disclosure of Background**

Due to the nature of the work for which you are applying, all applicants are required to complete this section of the form. In addition, if you are shortlisted for interview, you will be asked to complete a Disclosure of Background Information Declaration Form. On the declaration form you will be asked to give details of any criminal convictions you may have had, spent or unspent, as well as any investigations that may currently be taking place. You must also inform us as to whether you have ever been disqualified from the practise of a profession or required to practise subject to specified limitations, or are currently the subject of any investigation or fitness to practise proceedings by any licensing or regulatory body. Please note the answers you give on the declaration form will be considered in relation to the post you have applied for before making a decision. The information you provide will be treated in strictest confidence and will comply with the Data Protection Act 1998.

Under the Police Act 1997, the Academy is authorised to gain access to criminal records information from the Criminal Records Bureau (CRB). If you are offered a post with the Academy you will be asked to complete an enhanced CRB Disclosure Application Form.

Please note, that failure to disclose information asked for could be grounds for rejecting this application or subsequent disciplinary action or dismissal if employed by the Academy.

**Declaration**

By signing the declaration on the application form you are consenting to the information you provide to be held and processed by the Academy in relation to your application, and if successful, employment with the Academy. In addition you are signing to declare that the information provided on the form is correct and complete. Checks will be undertaken to verify the information you have provided in your application should you be appointed, any incorrect or withheld information may result in the termination of your employment.