JOB APPLICATION FORM

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 (Please see below) before completing this form.**

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1. SUPPORT STAFF: 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 | | |

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

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

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| Dates | Reason for break |
| From To |
|  |  |

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1. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (MOST RECENT FIRST)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 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 [***harbornecademy@hays.com***](mailto:harbornecademy@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  Hays Recruitment  Other (please specify):

**GUIDANCE NOTES**

**SUPPORT STAFF APPLICATION FORM**

**THE APPLICATION FORM**

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is, therefore, most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Please do not include a Curriculum Vita with your application, but try to include all relevant information on the form itself using additional sheets if necessary. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape – you may do so. Your recording should follow the format of the application form. The following notes will explain the application form and give some useful advice on how to complete it. Please use black ink or type since it will be necessary to photocopy your form.

**COVERING LETTER**

Your completed application form should be emailed to the Academy recruitment@harborneacademy.co.uk by the deadline date advertised. This should be accompanied by a covering letter explaining how you meet the requirements of the job. This letter should be no more than 2 pages of A4, minimum font size 10, with your name on each sheet.

**SECTION 1: Vacancy details**

This section may have already been completed, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

**SECTION 2 & 3: Personal details/General information**

Please enter your personal details fully and clearly so that we may contact you about your application.

National Insurance number: If you do not currently have a National Insurance number, please leave this blank.

Right to work in the UK: Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If you 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.

If you are related to a Birmingham Councillor, a Harborne Governor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor, Governor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

**SECTION 4: Arrangements for interview**

If you have a disability, please complete this section so that suitable arrangements can be made if you are called for an interview and/or a work based exercise. At Harborne Academy, we are committed to safeguarding and to promoting the welfare of our students

**SECTION 5: Education/qualifications**

Please enter details starting with the most recent first. We are interested in ANY form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

**SECTION 6: Training**

Starting with most recent first, please include any training gained through work or other activities, which you feel is relevant to the job you are applying for.

**SECTION 7: Membership**

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as professional, occupational or trade membership.

**SECTIONS 8 & 9: Past Employment & Experience**

It is **ESSENTIAL** that you give full details in chronological order, starting with the most recent first, of all employment and other experience since leaving secondary education. This should include any breaks or unpaid activities such as voluntary work, child rearing, travel abroad, etc. Please ensure there are no gaps in your completed service history before returning your form as this could result in your form being rejected. We require information on all past or present employment. If you have recently left university, college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work. Please include your current job title and where applicable school and Local Authority.

**SECTION 10: Retirement/Dismissal**

Please ensure you tick the appropriate box and provide details if necessary.

**SECTION 11: References**

Please give the names and addresses, both postal (and e-mail if available) of two referees. If you have been or are employed, the first referee should be your current or most recent employer. If this employment has been within a school, this will normally be your head teacher. If you are not currently working with children, but have done so previously, one of your referees should be from your most recent employer, where you were employed to work with children. Please be aware that if you are currently or have previously worked with children, on either a paid or voluntary basis, the employer will be asked if there are any disciplinary offences relating to children, including any in which the penalty is ‘time expired’. They will also be asked if they have any child protection concerns and the outcome of any allegations or disciplinary procedures. If you have been unemployed for some time, you should instead, name somebody who knows you well and wherever possible someone able to comment on you in relation to the job for which you have applied. References will not be accepted from relatives or from people writing solely in the capacity of friends. In line with ‘Keeping children safe in education: Statutory guidance for schools and colleges. April 2014’, written references will be required for all shortlisted candidates in order that any relevant issues can be taken up at interview. Previous employers may also be approached to verify particular relevant experience or qualifications prior to interview. At Harborne Academy, we are committed to safeguarding and to promoting the welfare of our students

**SECTION 12: Other relevant information in support of your application**

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, in work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as ‘I have all the skills and abilities mentioned in the person specification’ and fully explain how you meet the requirements, e.g. if the person specification asks for ‘experience of working with elderly people’, you need to explain when, where and what was involved e.g. ‘I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including ………….’ Please provide no more than 3 sides of A4 in total.

**SECTION 13 & 14: Data Protection Act 1998 / Confirmation of Details**

When completed, read through your application form carefully, checking for errors and omissions. Ensure that you have signed and dated the relevant areas of your application form to confirm that your details are correct and complete. Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed, and possible referral to the police. Refer to the closing date and ensure your application is sent to the return address on the form in plenty of time. Your application will need to be received by the specified closing date. It is advisable to keep a copy of your application form. All applications are treated confidentially.

**SECTION 15: Disclosure**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, warnings, reprimands and bind-overs, including those regarded as ‘spent’ must be declared. Please note that a conviction will include circumstances where the offender has been put on probation, has been discharged either conditionally or absolutely, or has been bound over to keep the peace or for good behaviour. All members of staff at Harborne Academy are currently considered to participate in “regulated” activity and therefore an enhanced DBS check with barred list information is required for all staff. It is essential that you declare details of any offences with your application, indicate this in section 14 and provide details to the Recruiting Manager in a sealed envelope marked ‘Private and Confidential’. Please be assured that any declaration will be treated in the strictest confidence and full consideration will be given to: - Whether the information is relevant to this position; - The seriousness of the offence/s; - Length of time since the offence/s; - Whether this was part of a pattern of offending or one off incident; - The age of the applicant at the time and circumstances of the offence and explanation of the applicant. A copy of the DBS’s Code of Practice is available at www.dbs.gov.uk or NACRO can offer advice on disclosing convictions and can be contacted on 020 7582 6500. At Harborne Academy, we are committed to safeguarding and to promoting the welfare of our students

**Recruitment monitoring**

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunities in Employment Policy. To do this we need to know: • your ethnic origin • whether you are male or female • your age • whether you have a disability • your employment status Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. This information will not be used by those in the selection process and is for statistical purposes only.

***We look forward to receiving your application.***