



Application form

Please refer to the guidance notes when completing this form. If not completing on line, use BLACK INK or type as it will be copied.

Position applied for:	
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1. PERSONAL INFORMATION

Title: Miss/Mr/Mrs/Ms/Other (please state)		
Forename:		Surname:
Address:		
		Post Code:

Contact Details - please give details of how you would like us to contact you

Telephone	Home:	
	Work:	
	Mobile:	
Email	Home:	
	Work:	

National Insurance Number	
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2. REFERENCES

Please give contact details of two people who can provide references – one of whom should be your present or most recent employer

Name:		Name:	
Title: Miss/Mr/Mrs/Ms/Other:		Title: Miss/Mr/Mrs/Ms/Other:	
Job Title:		Job Title:	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Email:		Email:	
Occupation:		Occupation:	
Relationship to you:		Relationship to you:	
I *give/do not give permission for you to contact the above prior to an offer being made *(delete clearly as appropriate)		I *give/do not give permission for you to contact the above prior to an offer being made *(delete clearly as appropriate)	

3. EDUCATION, TRAINING AND QUALIFICATIONS			
Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post.			
Name of school University / Training Institution Secondary schools	From-to (mth/year)	Qualifications Inc grades	Date obtained
Further or Higher Education (full and part time)			

Applicants invited for interview will be required to produce documentary evidence of their qualifications

4. PROFESSIONAL DEVELOPMENT
Professional development (relevant courses and other, including dates)
Membership of professional bodies

5. EMPLOYMENT				
Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role.				
Current/most recent school or other employer (with address)	Post held	Dates employed from-to	Duties and responsibilities	Reason for leaving

Continue on another sheet if needed

<p>6. RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE (SUPPORTING STATEMENT – One side of A4 max)</p> <p>Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience or responsibilities which you may consider relevant.</p>
Empty space for supporting statement

<p>AVAILABILITY</p> <p>If you are shortlisted for interview, may we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>7. OTHER INFORMATION</p> <p><u>JOB SHARING</u> Jobs which are currently full-time posts may be considered appropriate for candidates to apply for on a job-share basis. Are you applying as a job sharer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>						
<p><u>CANVASSING</u> Are you related to a Director or employee of Brockhampton Academy Trust? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>						
<p>If yes please state relationship:</p> <table border="1"> <tr> <td>Name:</td> <td></td> <td>Position:</td> <td></td> <td>Relationship:</td> <td></td> </tr> </table>	Name:		Position:		Relationship:	
Name:		Position:		Relationship:		
<p>*Please note that canvassing of Directors or employees of Brockhampton School in relation to this application will disqualify any applicant. If evidence is discovered after your appointment, you may be dismissed without notice.</p>						

HEALTH

If you are offered a post with Brockhampton School it will be subject to a medical check

8. ELIGIBILITY TO WORK IN THE UNITED KINGDOM

Please state here if there are any restrictions to your eligibility to work in the United Kingdom. The School will require successful applicants to provide proof of eligibility to work in the UK, and proof of address as part of the pre-employment checks. This involves at least three original documents such as passport, marriage certificate, driving licence, utility bill.

a) I am eligible to work in the United Kingdom Yes No

b) Do you need a work permit to be employed in the United Kingdom Yes No

9. CRIMINAL RECORDS BUREAU DISCLOSURES

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with the School (see guidance note 9). Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. If the post you are applying for is in a school, or has substantial access to children, the vulnerable, elderly, or is within Social Care working directly with clients then you MUST state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children, the vulnerable or elderly, will be subject to a Criminal Records Bureau Disclosure. Please give details of:

a) any convictions (including driving offences)

b) disqualifications from driving, or performance of professional duties

10. DECLARATION

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

Name: _____

Signature: _____

Date: _____

11. DATA PROTECTION

All information given on this form will be treated in strict confidence. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful your details will be kept for a period of 7 months and will then be destroyed.

Diversity monitoring form

The following information is needed to help us ensure that our services are accessible to all. Your answers will be treated in the strictest confidence and will not be used to identify you. The Diversity Monitoring form will not be seen by the selection panel. It will be detached and the information used for monitoring purposes only.

Data Protection Act 1998

The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.

Your gender: Male Female Other, please specify:

Your date of birth:

Your age category:

0-15 years 16-24 years 25-44 years 45-64 years
 65-74 years 75+ years

Disability

Brockhampton School is positive about employing disabled people and is a 'two ticks' symbol user. This means that all disabled applicants who meet the requirements of the job will be guaranteed an interview. You should tick 'yes' to this question in your application if you consider you have a disability, long-term limiting illness or health problem (12 months or more), or a diagnosed condition that may affect your future ability to carry out normal day to day activities.

If you are invited for interview, please inform the school of any requirements you may have for the interview. You will be asked about this in the letter setting out the interview arrangements.

We guarantee to interview any applicant with a disability, who meets the requirements of the post. Do you consider yourself to have a disability? (Please refer to the Application Guidance)

Yes please specify below (tick all that apply): No
 Deaf/hard of hearing/acute hearing Learning disability or difficulty
 Blind/partially sighted/sensitive to light Mental health
 Progressive/chronic illness (e.g. MS, cancer) Mobility difficulties
 Other (please specify):

Your sexual orientation (please tick one only):

Heterosexual Gay Bisexual Lesbian Prefer not to say

Your religion/belief (please tick one box only):

Christian Muslim Jewish Hindu Sikh Buddhist
 None Other (please specify):

Your ethnicity (please tick one box only):

WHITE British Irish Traveller Romany/Gypsy
 Other White background (please specify):

BLACK or Black british African Caribbean
 Other Black background (please specify):

ASIAN or Asian british Indian Pakistani Bangladeshi
 Other Asian background (please specify):

CHINESE or Chinese British Chinese
 Other Chinese background (please specify):

MIXED or Mixed british White & Black African White & Black Caribbean
 White & Asian White & Chinese
 Other Mixed background (please specify):

OTHER Any other background (please write in):

Your national identity (please tick one box only):

- English Scottish British Welsh Irish
 Other (please specify):

Where did you see this role advertised? (Please tick one box only)

- Hereford Journal Herefordshire Council website
 Job Centre Other please specify:

New Deal and other opportunities

Are you applying as a New Deal applicant? (please tick):

- Yes No

If you need help to understand this document, or would like it in another format or language, please call: 01885 483238 or send an e-mail to: finance@brockhampton.hereford.sch.uk