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| APPLICATION FORM | |
| The King Edward VI Academy Trust in Birmingham is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.  The King Edward VI Academy Trust in Birmingham is committed to equal opportunities in employment and positively welcome your application irrespective of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. | |
| Vacancy applied for: | |
| Personal Details | |
| Last Name |  |
| First Name |  |
| Title, (Mr, Mrs, Ms, Dr, etc.) |  |
| Previous Names |  |
| Contact Address |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Work Telephone Number |  |
| Email address (please indicate if you are happy to receive correspondence via email) | YES / NO |
| Are you eligible to work in the UK | YES / NO (If NO please specify your circumstances). All successful applicants will be required to provide evidence to their entitlement to work in the UK. |
| If you are a migrant worker please state whether you have settled or pre-settled status |  |
| National Insurance Number |  |
| Where did you learn about this vacancy ? |  |
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| Education / Qualifications (Please start with secondary education) | | | | | | | | | | | | | | | | | | |
| **Name of School/College/University** | | | | Dates | | | | | | | Qualifications Obtained | | | | | | | |
| From | | | To | | | | Title and Subject | | | | Class or Level | | | Date |
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| Professional Qualifications | | | | | | | | | | | | | | | | | | |
| **Name of qualification** | | | Studied | | | | | | | **Qualifications Obtained** | | | | | | **Date** | | |
| From | | | To | | | |
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| **Training (Please list any courses that you have undertaken, which are relevant to the job and/or specified in the person specification)** | | | | | | | | | | | | | | | | | | |
| **Brief description of course** | | Dates | | | | | | | | | | **Organising body** | | | | | Qualifications gained | |
| From | | | To | | | | | | |
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| Employment History – Current (Please detail all employment since leaving full time education) | | | | | | | | | | | | | | | | | | |
| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | **Salary/Scale** | | | | | | **£** | | | | |
| **Date Appointed** |  | | | | | | | **Other Benefits** | | | | | |  | | | | |
| **To whom you are responsible** |  | | | | | | | **Date of leaving or notice required** | | | | | |  | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| Previous Employment | | | | | | | | | | | | | | | | | | |
| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Please continue your employment history on a separate sheet if necessary.** | | | | | | | | | | | | | | | | | | |
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| **Breaks in Employment History** | | | | | | | | | | | | | | | | | | |

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| 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, raising family, voluntary work, training, long periods of sickness etc. |
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| **References** | | | | |
| Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be your current or most recent employer. If not, we reserve the right to request one. Reference requests will be made by email.  In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact our HR Department on 0121 472 1147 to discuss the issue.  It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of the timescales for providing references. References will not be accepted from relatives or persons who only know you as a friend. | | | | |
| 1 | Name: |  | | |
| Title: |  | | |
| Relationship to applicant: |  | | |
| Address: |  | | |
| Email: |  | | |
| Telephone number: |  | | |
| Can we contact the referee prior to interview? | Yes | No | |
|  | | | | |
| 2 | Name: |  | | |
| Title: |  | | |
| Relationship to applicant: |  | | |
| Address: |  | | |
| Email: |  | | |
| Telephone number: |  | | |
| Can we contact the referee prior to interview? | Yes | No | |
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| **Applicant Statement** | | | | |
| **Using the Job Description & Person Specification**   * Please pick out those aspects of your experience or skills that are relevant to this post. * Using examples, explain how your ability, skills and knowledge match those required for the appointment. * Please consider experience in previous employment and also other interests outside work, such as at home, in the community or through voluntary activities. * Governors are particularly interested in your personal educational philosophy and how you would apply it to the Foundation. * **Please keep your statement to 2 sides of A4, minimum font size 10.** | | | | |
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| **Personal Statement** | | | | |
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| **Child Protection and Safeguarding**  The King Edward VI Academy Trust in Birmingham are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. | | | | |
| **Disclosure**  The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Do you have any 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)?  If you do have any convictions or; before signing the application form, you must check the [filtering rules](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards) to determine if you should declare them or if they are now ‘protected’ and no longer require disclosure.  **Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.**  Having a criminal conviction will not necessarily bar you from employment. 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. | | | | |
| Have you any criminal convictions or cautions which would not be filtered in line with current guidance? Please answer YES or NO in the box. | | | |  |
| Are you either on List 99, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)? Please state YES or NO in the box. | | | |  |
| **If you have answered YES to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL.** | | | | |
| Have you had an enhanced DBS check in the past three years? | | | |  |
| If answered YES, please state reference number. | | | |  |
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| **DECLARATION** | | | | |
| I hereby give my consent for The King Edward VI Academy Trust in Birmingham and its appointed agents to process and retain on file information (including recruitment monitoring) on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be used for registered purposes under the Data Protection Act.  The information supplied to you will be subject to verification and The King Edward VI Academy Trust in Birmingham may contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies etc. The King Edward VI Academy Trust in Birmingham may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.  By signing this from you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.  The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job being withdrawn or me being dismissed if appointed to the post. | | | | |
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| **Signature: Date:** | | | | |
| **WHERE TO RETURN YOUR COMPLETED APPLICATION FORM** | | | | |
| Thank you for showing an interest in King Edward VI Academy Trust in Birmingham, and for taking the time to complete this application form. Please take the time to check that you have completed all sections.  **Please email your application and recruitment monitoring form to:** recruitment@hwga.org.uk  **Or post to:** King Edward VI Handsworth Wood Girls’ Academy, Church Lane, Handsworth, Birmingham, B20 2HL | | | | |