

Application Form

Support Staff

CONFIDENTIAL

WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE

Please complete the application electronically or in DARK INK. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants.

VACANCY DETAILS
Post applied for

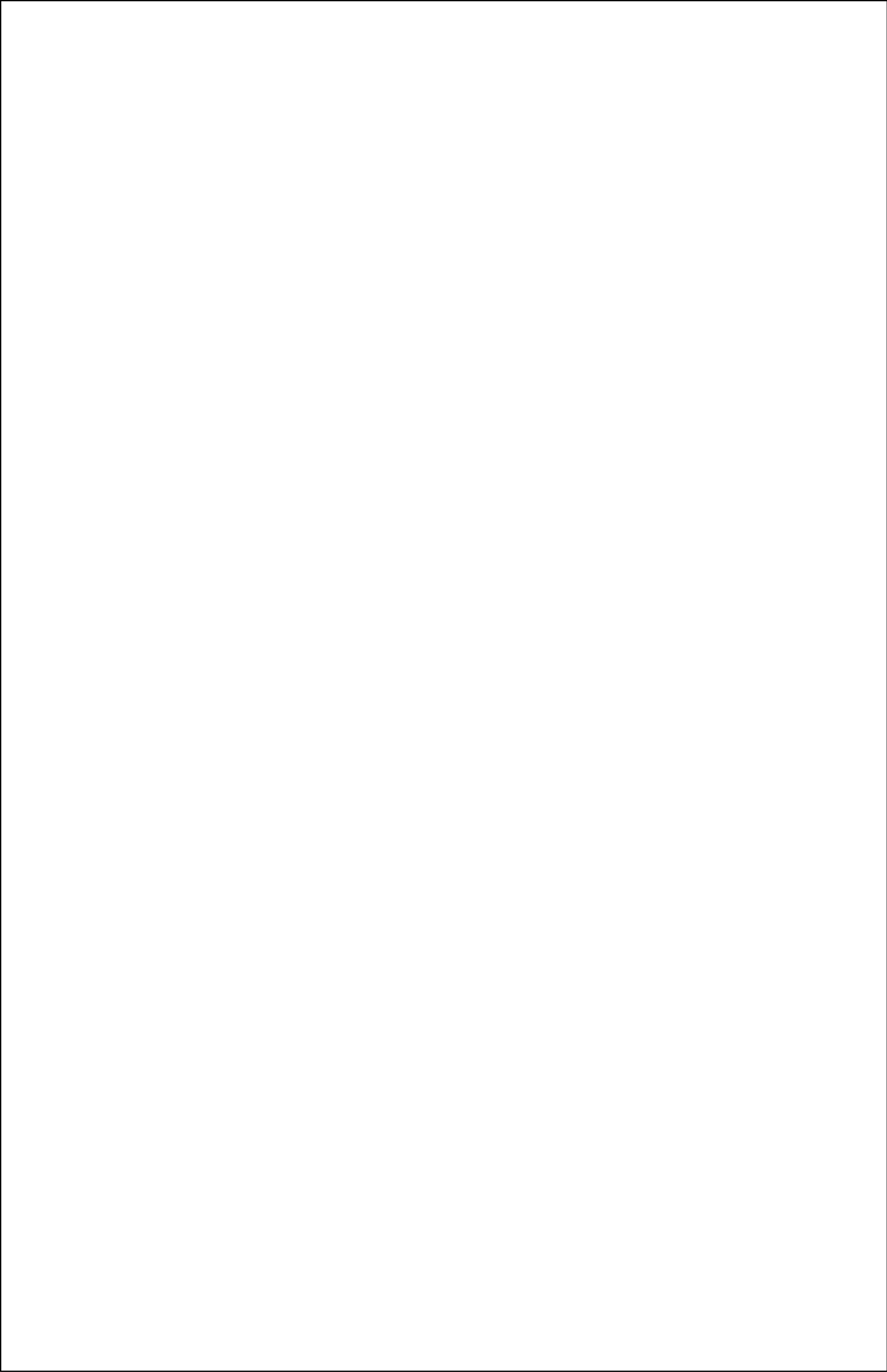
PERSONAL DETAILS	
Surname <input style="width: 250px;" type="text"/>	First Names <input style="width: 250px;" type="text"/> Title <input style="width: 80px;" type="text"/>
Permanent Address: <input style="width: 250px; height: 50px;" type="text"/>	Address for this Correspondence: <input style="width: 150px; height: 50px;" type="text"/>
Postcode: <input style="width: 300px;" type="text"/>	Postcode: <input style="width: 300px;" type="text"/>
Telephone: <input style="width: 300px;" type="text"/>	Telephone: <input style="width: 300px;" type="text"/>
Email address <input style="width: 300px;" type="text"/>	National Insurance No: <input style="width: 200px;" type="text"/>

FULL TIME EDUCATION	
Secondary Schools attended, with dates and Examination Results	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
University or other Institution attended, with dates	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
Subjects Studied	Main: <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> Other: <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
Degree or Certificate awarded, with dates (If Honours Degree state class)	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>

PROFESSIONAL TRAINING (FULL OR PART TIME)	
Please include Post Graduate, Supplementary, Advanced Courses, etc.	
Training Establishments attended, with dates	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
Subjects Studied:	Main: <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> Other: <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
Diplomas or Certificates awarded, with dates	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>
Additional Qualifications gained (with dates) or being sought	<div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 15px; width: 100%;"></div>

LETTER OF APPLICATION

Please continue on an additional sheet if necessary



REFERENCES	
Please give details of two people who are willing to give you a reference. One of these must be your present or most recent employer.	
Name	Relationship to you
Address
.....	Telephone No
Fax No	Email
Job Title.....	Can we take up a reference at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Relationship to you
Address
.....	Telephone No
Fax No	Email
Job Title	Can we take up a reference at this stage? Yes <input type="checkbox"/> No <input type="checkbox"/>

DISCLOSURE OF CRIMINAL BACKGROUND

Information requested under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Normally under the above act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does NOT apply to posts which are involved with vulnerable groups (e.g. children, elderly people etc).

Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless Droylsden Academy considers that the conviction renders you unsuitable.

Failure to disclose this information could lead to your application being rejected, or if you were appointed, to dismissal if it is subsequently learn that you have a criminal conviction.

Please delete as necessary:-

1) Have you ever been cautioned, or convicted of any criminal offence? Yes ☐ No ☐

If yes, please give details of the caution(s) or conviction(s) and date(s)

.....
.....

2) Have you been charged with any offence which has not yet been brought to trial? Yes ☐ No ☐

If yes, give details of the charge and the date of the hearing (if known)

.....
.....

If you are ultimately offered the position we will carry out an independent check through the Criminal Records Bureau.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signed Date

ARRANGEMENTS FOR INTERVIEW

If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes ☐ No ☐

If YES, please specify, (e.g. sign language interpreter, audio tape, etc.).....

DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts which may have a bearing on my application for employment.

(WARNING: *Any person appointed by Droylsden Academy having given false information will be liable to summary dismissal)

Signed Date

Interview expenses will not be refunded to a candidate who declines a teaching post which has been offered, or withdraws his/her candidature after interview. The approved expenses of the successful candidate will be paid when he/she has taken up his/her duty.

DATA PROTECTION ACT 1998

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, Droylsden Academy is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. It may also share this information with other bodies administering public funds for this purpose. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record.