



# BRAMPTON MANOR TRUST



## APPLICATION FOR A NON TEACHING APPOINTMENT

If you are completing this form electronically, **please use Adobe Reader or Adobe Acrobat**. Adobe Reader is free to [download here](#). To return your completed form to us, please save it to your device and attach it to an email. If you are completing this form by hand, **please use block capitals. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

### POSITION APPLIED FOR

*This application is for?*

Brampton Manor Academy

Langdon Academy

Both

### YOUR PERSONAL DETAILS

Title:

Last name:

First Name:

Date of birth:

Mobile number:

NI number:

Email address:

Permanent home address (including post code):

Post code:

Correspondence address (including post code) if different from above:

Post code:

Have you lived or worked overseas (outside the UK) for more than 3 months in a row in the last 5 years?

Yes

No

Do you have any restrictions on taking up employment in the UK (e.g., time limit, visa type etc)?

Yes

No

Are you legally eligible for employment in the UK?

Yes

No

*Please use this space to add further comments if you have answered yes to either or both of the first two questions above, or no to the last question.*

**REFEREES**

Please provide the names and contact details (including addresses with postcode, telephone numbers and email addresses) of two referees who can comment on your suitability for this role. **These should include your current employer or line manager.** If you are not currently working with children but have done so in the past, please give the employer by whom you were most recently employed to work with children. References from relatives or referees writing solely in the capacity of a friend will not be accepted. Please note that we will obtain references prior to shortlisting and may contact any of your former employers. Referees will be specifically asked about disciplinary offences relating to children and any child protection concerns.

**REFEREE 1**

First name:

Last name:

Relationship to applicant:

Position with organisation:

Email address:

Mobile telephone number:

Postal address (including post code):

Post code:

**REFEREE 2**

First name:

Last name:

Relationship to applicant:

Position with organisation:

Email address:

Mobile telephone number:

Postal address (including post code):

Post code:

**EDUCATION/TRAINING**

|                                       |       |               |         |       |               |
|---------------------------------------|-------|---------------|---------|-------|---------------|
| Name of secondary school attended:    |       |               |         |       |               |
| Years attended: From:                 |       |               | To:     |       |               |
| Subjects studied and grades achieved: |       |               |         |       |               |
| Subject                               | Grade | Year obtained | Subject | Grade | Year obtained |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |

|                                       |       |               |         |       |               |
|---------------------------------------|-------|---------------|---------|-------|---------------|
| Name of post-16 institution attended: |       |               |         |       |               |
| Years attended: From:                 |       |               | To:     |       |               |
| Subjects studied and grades achieved: |       |               |         |       |               |
| Subject                               | Grade | Year obtained | Subject | Grade | Year obtained |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |
|                                       |       |               |         |       |               |

|   |     |
|---|-----|
| Name of higher education institution/university attended: |     |
| Years attended: From:                                     | To: |
| Subject(s) studied and grades achieved:                   |     |
| Subject(s) studied  |     |
| Degree obtained/class                                     |     |
| Year degree/qualification awarded                         |     |

|   |     |
|---|-----|
| Name of higher education institution/university attended: |     |
| Years attended: From:                                     | To: |
| Subject(s) studied and grades achieved:                   |     |
| Subject(s) studied  |     |
| Degree obtained/class                                     |     |
| Year degree/qualification awarded                         |     |

|   |     |
|---|-----|
| Name of higher education institution/university attended: |     |
| Years attended: From:                                     | To: |
| Subject(s) studied and grades achieved:                   |     |
| Subject(s) studied  |     |
| Degree obtained/class                                     |     |
| Year degree/qualification awarded                         |     |

**Professional training courses attended in the last 3 years**

Title of course:

Name of course provider:

Dates attended:

Qualifications obtained (if any):

**Professional training courses attended in the last 3 years**

Title of course:

Name of course provider:

Date(s) attended:

Qualifications obtained (if any):

**Professional training courses attended in the last 3 years**

Title of course:

Name of course provider:

Date(s) attended:

Qualifications obtained (if any):

**Professional training courses attended in the last 3 years**

Title of course:

Name of course provider:

Date(s) attended:

Qualifications obtained (if any):

**Current employment**

Name of employer:

Date started: From:

Address of employer (including post code):

Full time or part time?

What is your current job title?

Gross annual salary:

Additional allowances?

What are your core duties / responsibilities?

**PREVIOUS EMPLOYMENT / VOLUNTARY WORK**

*Please give details of most recent full or part-time employment or voluntary work including periods before date of qualification.*

|  |     |
|--|-----|
| Name of employer:                          |     |
| Address of employer (including post code): |     |
| Job title:                                 |     |
| Full time or part time?                    |     |
| Salary on leaving:                         |     |
| Additional allowances(if applicable):      |     |
| Reason for leaving?                        |     |
| Dates employed:- From:                     | To: |

|  |     |
|--|-----|
| Name of employer:                          |     |
| Address of employer (including post code): |     |
| Job title:                                 |     |
| Full time or part time?                    |     |
| Salary on leaving:                         |     |
| Additional allowances (if applicable):     |     |
| Reason for leaving?                        |     |
| Dates employed:- From:                     | To: |

|  |     |
|--|-----|
| Name of employer:                          |     |
| Address of employer (including post code): |     |
| Job title:                                 |     |
| Full time or part time?                    |     |
| Salary on leaving:                         |     |
| Additional allowances (if applicable):     |     |
| Reason for leaving?                        |     |
| Dates employed:- From:                     | To: |

### Special Interests and Relevant Experience

Please give details of your recreational and cultural interests, voluntary work and any other special skills you have developed which may be relevant to the post and to your work with children.

### DECLARATIONS

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Are you related to (or do you know) any director, governor or staff of Brampton Manor Trust? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

|   |  |
|---|--|
| If YES, please state their name and the relationship: |  |
|---|--|

**Note: Canvassing or failure to disclose a relationship to a director, governor, or staff of Brampton Manor Trust could disqualify the candidate Brampton Manor Trust consists of Brampton Manor Academy and Langdon Academy**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>Safer Recruitment: Declaration of Criminal Offences. Please tick box</b> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|

**The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending.**

|                        |
|------------------------|
| Details of Offence(s): |
|------------------------|

|                                 |
|---------------------------------|
| Place and date of Judgement(s): |
|---------------------------------|

|                         |
|-------------------------|
| Sentence(s)/caution(s): |
|-------------------------|

**This post will involve substantial access to children. Therefore, an enhanced disclosure request (including barred list checks) will be made to appropriate organisations to ascertain whether their records reveal any criminal convictions (including spent ones). BMT complies fully with the requirements of Keeping Children Safe in Education.**

**Note: Failure to disclose any criminal conviction or caution could prevent further consideration of an applicant for appointment. All information will be treated in the strictest confidence and will be used for this application only.**

|  |
|--|
| <b>If successful, what is the earliest date you can start?</b> |
|--|

**SUPPORTING STATEMENT:** *Please include more detailed particulars of your experience, skills and further information in support of your application*

## Important notes

Staff uphold public trust in the profession and must maintain high standards of ethics and behaviour, within and outside school. *Is there anything online or any social media platform that could bring you or the Trust to disrepute?*

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
|-----|--------------------------|

|    |                          |
|----|--------------------------|
| No | <input type="checkbox"/> |
|----|--------------------------|

If yes, please provide brief details below:

|  |
|--|
|  |
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|   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Is there any reason why you should not have substantial access to children?   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been the subject of any child protection allegations or investigations?                               | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Have you ever been subject to any capability or disciplinary procedures?  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Are there any conditions or prohibitions placed on you by any regulatory body?                                      | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have the necessary physical and mental fitness to carry out this role?                                       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you require any reasonable adjustments to enable you to carry out the duties as outlined in the job description? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

*If you answered yes to any of the questions above (other than that on physical & mental fitness), provide more details in the space below*

### DISABILITY

You are asked to give details below of any disability you have for which a reasonable adjustment may be necessary. While this information **will not** be used for short-listing purposes it will greatly assist us in making any interview arrangements etc.

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

**Dates not available to attend interview, if shortlisted:**

|  |
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|  |
|--|

*Successful applicants must produce original certificates of qualifications on request.*

*I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to disciplinary action or dismissal.*

|      |                      |           |                      |      |                      |
|------|----------------------|-----------|----------------------|------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |
|------|----------------------|-----------|----------------------|------|----------------------|

*Please return to your completed application by email to: [jobs@langdonacademy.org](mailto:jobs@langdonacademy.org)*

### PRIVACY NOTICE

The information that you provide on this form will only be processed for the purpose for which it has been given and may be shared with our third-party consultants for this purpose. It will not be used for other reasons without your consent. All personal data is collected and processed in compliance with the principles of the General Data Protection Regulations (GDPR) and you have certain rights in respect of your information. These can be seen in the Privacy Notice for Job Applicants on the School's website.

### Consent notice

I have read the information about data protection and agree to my personal data being used in the way described above.

|      |                      |           |                      |      |                      |
|------|----------------------|-----------|----------------------|------|----------------------|
| Name | <input type="text"/> | Signature | <input type="text"/> | Date | <input type="text"/> |
|------|----------------------|-----------|----------------------|------|----------------------|

### **Please note:**

**As part of our due diligence, an online search will be carried out on all shortlisted and/or successful candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.**