**Application for**

**Bradford Diocesan Academies Trust**

**Support Staff**

***Please read the notes on page 10 before completing this form***

**Please either print a copy and complete in black ink or word process and print / e-mail.**

**Please do not submit Curriculum Vitae.**

**POST DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** |  |  | **Completed applications should be returned to:** |
| **Closing date:** |  |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Forename(s): |
| How would you like to be addressed in correspondence? (Ms, Mrs, Miss, Mr, Other): | |
| Emails address(es): | |
| Home Address: | Address to which correspondence should be sent if not home address: |
| Daytime telephone number: | Evening telephone number: |
| National Insurance number: | Full driving licence and car? Y / N |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Current or Most Recent Employment** | |
| Post Title: | Employer’s Name and Address: |
| Date from: |
| Date to: |
| Salary (including point): |
| Date able to commence duties: | LA: |
| Reason for leaving: | |

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| --- | --- | --- | --- | --- |
| **Previous Employment** | | | | |
| **Employer’s name and address (including LA and school if appropriate)** | **Position held** | **Salary point** | **Date from and to** | **Reason for leaving** |
|  |  |  |  |  |

**QUALIFICATIONS**

Please give details of your qualifications. Make sure you include professional qualifications, including any teaching qualification. Short listed candidates will be asked to produce proof of qualifications listed on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Are you recognised by the DfE as a qualified teacher in this country? | | Yes | No |
| DfE number: |  | Date when qualified: |  |
| GTC or TRN number: |  | Age range you are qualified to teach: |  |
| Have you successfully completed a period of probation/induction as a qualified teacher in this country as required by the DfE? | | Yes | No |

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| --- | --- | --- | --- |
| **Date** | **Awarding body** | **Details of qualification** | **Result** |
|  |  |  |  |

**ADDITIONAL INFORMATION / PERSONAL STATEMENT**

Please ensure that you use the space on pages 5 and 6 to submit a personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills, knowledge and **must include evidence to demonstrate that you meet the criteria specified in the personnel specification. Candidates who do not demonstrate they meet the essential criteria will not be invited to interview.**

Please do not exceed two A4 pages and write in Calibri font size 11.

|  |
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|  |

**REFERENCES**

Please give the names of two persons who are able to comment on your suitability for this post. One **must** be your present or most recent Headteacher or employer. If you are known to a referee by different name please supply the name by which you were known. Your referees should have direct knowledge of your professional capacities and performance. If you would like to supply a faith referee, please do so for reference three.

|  |  |  |
| --- | --- | --- |
| **Referee One (Present Employer)** |  | **Referee Two** |
| Name and position: |  | Name and position: |
| Address, Telephone and Email address: |  | Address, Telephone and Email address: |
| In what capacity do you know this person? |  | In what capacity do you know this person? |
| May we contact referee prior to interview?  Yes/No |  | May we contact referee prior to interview?  Yes/No |

|  |
| --- |
| **Referee Three (Faith referee)** |
| Name and position: |
| Address, Telephone and Email address: |
| May we contact referee prior to interview?  Yes/No |

**REHABILITATION OF OFFENDERS ACT 1974**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

|  |  |
| --- | --- |
| **Declaration**  I confirm that that above information is complete and accurate, and I understand that any offer of employment is subject to a) references which are satisfactory to the organisation b) a satisfactory enhanced DBS certificate and check of the Barred list where relevant c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned, or sanctioned in this regard. | |
| Sign: |  |
| Date: |  |

**DECLARATION**

Are you, to your knowledge, related to any member of the Governing Body, Trust or any holder of senior office in the Academy? If yes, please state:

A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice:

|  |  |
| --- | --- |
| Sign: |  |
| Date: |  |

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| --- | --- |
| **DECLARATION**  I understand that under the terms of the Asylum and Immigration Act 1996 should I be shortlisted for the post for which I am applying, I am required to supply for the Governing Body, as employer, an original document[[1]](#footnote-1) showing my entitlement to work in this country.  I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) certificate. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (amended 2013) I am required to disclose any record I may have of ‘protected’ criminal convictions, and to attach details of such convictions[[2]](#footnote-2).  I declare that I am not on the DBS Children’s Barred list or subject to any sanctions or prohibition imposed by a regulatory body (such as the NCTL).  I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.  I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.  To the best of my knowledge and belief the information supplied by me on each section of this form is correct.  I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application. | |
| Sign: |  |
| Date: |  |

**NOTES TO APPLICANTS**

* Before signing this form please check that every section has been completed.
* This form and letter should be returned as instructed in the details of the post
* You are reminded that this is an application for a post in a Church of England Academy Trust in which the Academies Trust is the employer. If you are appointed, the Contract you will be asked to sign includes the following clause:-
  + You are required to have regard to the Christian character of the Trust and to undertake not to do anything in any way contrary to the interests of the Trust.
* The successful applicant will be required to provide an Enhanced Disclosure from the DBS.
* The school’s/Trust’s duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age bias.

**Details of referees**

* One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
* The school will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
* If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
* References from relatives or friends writing solely as friends will not be accepted.

**ADDITIONAL INFORMATION – STRICTLY CONFIDENTIAL**

This section of the form seeks additional information pertinent to your application. **It will be removed before shortlisting and will not be seen by any members of the selection panel.**

Access to this information will be limited to staff involved in the administration of the appointment process who need it for equal opportunities monitoring purposes or to take action based upon the information provided.

**Please indicate below where you saw the post advertised:**

|  |  |  |  |
| --- | --- | --- | --- |
| TES 🗖 | T&A 🗖 | Prospects 🗖 | Other (please state): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position applied for: |  | | | | |
| Family name: |  | | | Title: |  |
| Other names in full: |  | | | | |
| Former name(s): |  | | | | |
| Date of Birth: |  | Preferred name: |  | | |
| MEDICAL HISTORY:  Please state, with dates, any serious illnesses or operations you have had:  Do you suffer from recurring ailments?  If yes, please specify:  Have you been absent from your employment through illness for more than five days in the last 12 months?  If yes, please give details: | | | | | |
| HEALTH/DISABILITY - REASONABLE ADJUSTMENT:  If you have any health conditions or disability and need us to make reasonable adjustments to enable you to attend for interview and/or undertake an assessment as part of our standard recruitment process, please provide us with necessary details below: | | | | | |

(Please continue on a separate sheet if necessary)

**EQUAL OPPORTUNITIES MONITORING SHEET**

This section of the form is for equal opportunities monitoring purposes and will be removed before shortlisting. It will not be used in any ways as part of the selection process:

|  |  |
| --- | --- |
| Gender: |  |

**PLEASE INDICATE YOUR CULTURAL / ETHNIC ORIGINS:**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk))

|  |  |  |
| --- | --- | --- |
|  | **White** | |
|  | British | |
|  | English | |
|  | Scottish | |
|  | Welsh | |
|  | Other (please specify) |  |
|  | Irish | |
|  | Any other white background (please specify) |  |

|  |  |  |
| --- | --- | --- |
|  | **Black, Black British, Black English, Black Scottish, Black Welsh** | |
|  | Caribbean | |
|  | African | |
|  | Any other Black background (please specify) |  |

|  |  |  |
| --- | --- | --- |
|  | **Asian, Asian British, Asian English, Asian Scottish, Asian Welsh** | |
|  | Indian | |
|  | Pakistani | |
|  | Bangladeshi | |
|  | Any other Asian background (please specify) |  |

|  |  |  |
| --- | --- | --- |
|  | **Mixed** | |
|  | White & Black Caribbean | |
|  | White & Black African | |
|  | White & Asian | |
|  | Any other Mixed background (please specify) |  |

|  |  |  |
| --- | --- | --- |
|  | **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group** | |
|  | Chinese | |
|  | Any other background (please specify) |  |

|  |  |
| --- | --- |
|  | **Prefer not to state** |

|  |  |  |
| --- | --- | --- |
|  | **Religion** (please specify) |  |

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| --- | --- |
|  | Prefer not to state |

1. Acceptable documents include: a birth certificate issued in the UK, EU or Eire, a P45 from your previous employer, a valid UK or EU passport, or any relevant authorisation allowing you to work in this country. [↑](#footnote-ref-1)
2. Please note that information about criminal convictions will remain confidential and will not be used to determine your General suitability for employment. However, it will be made available to the panel should you be selected by them for appointment.

   For information on ‘protected’ offences that must be disclosed please see [www.gov.uk/government/uploads/system/uploads/attachment\_data/file/266123/Filtering\_guide\_v2.3.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/266123/Filtering_guide_v2.3.pdf) [↑](#footnote-ref-2)