



Application for the post of: _____

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This document is vital in providing data for candidates to be screened not only for suitability for the above position but for working with children.

Personal Details	
Surname (block letters)	Forename(s)
Title (Mr, Mrs, Miss, Ms etc)	
Home Address (block letters)	Telephone - Home
	Telephone - Mobile
	Telephone - Work
	Email Address:
	National Insurance No:
Post Code:	

Present Employment	
Name and address of employer	Date commenced
	Job title
	Salary*/hourly rate
	Notice required
Nature of business	

Education, Qualifications and Training

School, College and University leavers should indicate those examination results awaited. Proof of qualifications will be asked for.

Secondary School/College/ University/Institute	Dates		Qualifications Gained/ Non-Qualification Courses	Grade (if applicable)	Date
	From	To			
Membership of Professional Bodies				Grade	Date from

Previous Employment (Most recent first. Do not leave any gaps from when you left full time education.)

Employer	Job Title	Salary	Dates		Reason for leaving
			From	To	

Summary of Experience (and other information in support of your application)

You may wish to continue on a separate sheet

Leisure Activities

Right to work in the UK

Do you need a work permit to work in the UK?

Do you have a valid work permit?

Referees (One should be your present employer. If you are not currently employed use your last employer. If you do not currently work with children but have done so in the past please include this employer as a second referee)

Name/Title:

Position:

Address:

Post code:

Tel:

Fax:

E-mail:

Name/Title:

Position:

Address:

Post code:

Tel:

Fax:

E-mail:

May we contact your current employer before interview? Yes / No

(If you are uncomfortable with us contacting your Employer, please provide data of a Referee we can contact prior to interview – this allows us to complete our Safeguarding checks that is vital to our recruitment process)

Name by which known to your referee (s) if different from now

References will not be accepted from relatives or from people writing solely in the capacity of a friend.

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are 'Spent' and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Academy. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? YES / NO

If yes, please attach details including the offence and the date.

Successful applicants will be required to provide an Enhanced disclosure from the Criminal Record Bureau.

Declaration

I declare that the information given is true. I will not approach any elected members or officers of the Academy in order to advance my appointment as I understand this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed _____ Date _____