



# ALCESTER ACADEMY

## Job Application Form

**This form should be used to apply for a job and should be accompanied by an Equality Details Form.** This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

**This form must be received prior to the specified closing date** and is available in other formats on request. **For queries about the role, your application or to submit this form, please use the details provided in the advertisement.**

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

### Vacancy Details

Job Title

Where did you first hear / read about this job?

Do you wish to apply for the position on a part-time or job-share basis?

☐ Yes

☐ No

### Personal Details

Surname(s)

Forename(s)

Title

NI Number

Home Address

Home Tel. No.

Mobile Tel. No.

Email Address

Teaching Staff Only

Teacher Reference number (DfES) (if known)

## Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			

Address of employer  
/ brief details of  
duties and  
responsibilities

--

## Education

Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			

## Qualifications / Training

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

Type / Level	Subject	Date Obtained	Result


## References

Please give details of two referees, ***one from each of your last 2 employers. Both referees must be/have been your line manager or above.*** If you are unable to meet this criteria, please contact that office to make alternative arrangements.

We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview.

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Application Questions

Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary.

## Additional Questions

We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job.

Do you consider yourself to be disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require reasonable adjustments for your interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, provide details.		
Do you have any cautions, warnings, convictions, orders or other determinations that would render you disqualified from working with children up to the age of 8 as per the Childcare (Disqualification) Regulations 2009, replacement or similar legislation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have ticked YES, provide details. You may provide this information separately from your Job Application Form.		
(Teaching positions only) Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have ticked YES, provide details. You may provide this information separately from your Job Application Form.		
Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for.		
Are you related to, or have a personal relationship with a Councillor, Governor or Employee of the School or Warwickshire County Council? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, provide details.		
<p><b>All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. 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.</b></p> <p><b>If you do have any convictions or cautions; you must check the <a href="#">filtering rules</a> to determine if you should declare them or if they are now 'protected' and no longer require disclosure.</b></p> <p><b>Failure to disclose any previous convictions or cautions that are not protected could result in dismissal should it be subsequently discovered.</b></p> <p><b>Having a criminal conviction will not necessarily bar you from employment.</b></p> <p><b>If you are short-listed for this position you will be required to disclose this information on a self-declaration form.</b></p> <p><b>You may be asked for further information about your criminal history during the recruitment process.</b></p>		
Do you have any convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the <a href="#">Ministry of Justice</a> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory a) Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. g) Online Checks. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature

\*

Date

\*a signature is not required if this form is emailed from your given email address.