

SOUTH BANK ACADEMIES

A Multi-Academy Trust

Position applied for:	Grade/Salary Scale:
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Read the guidance notes on the back page before completing this form.

Please ensure you complete the entire form; there are 9 sections to this form.

Once completed, you should email the form to: Jacqui Collins, Trust HR Manager, Jacqui.collins@southbank-utc.co.uk

1. Personal details

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other <input type="checkbox"/>	Surname:	
Forename:		Middle name(s):	
Previous names (ie. maiden name):		National Insurance Number:	
Address (including postcode):			
Mobile Number:		Home number:	
Work Number:		Email address:	

2. Current or most recent job

Job title:		Company/organisation name:	
Start date:		Date of leaving (if applicable):	
Current salary:		Notice you need to give your current employer:	
Please provide a brief outline of your responsibilities:			
Reason for leaving:	Resignation <input type="checkbox"/> End of fixed term <input type="checkbox"/> Compromise agreement <input type="checkbox"/> Other <input type="checkbox"/>	Please outline your reasons for wishing to leave your current post:	

3. Details of all previous employment (put the most recent first)

Enter details of all your work experience, including periods of non-employment, unpaid work, voluntary work and study. In line with safeguarding requirements, you must explain all gaps.

Name and full address of employer	Dates of employment	Job title and main duties	Reason for leaving

4. Education, qualifications and training

Give details of your educational history – put the most recent first. List all schools, colleges, universities you have attended. If you are invited for interview, we will ask you to provide original proof of any relevant qualifications required for the post.			
Name and address of establishment	Course studied	Qualification achieved	Date
Please provide details below of any relevant professional qualifications, courses, training or professional body memberships.			
Organising body	Qualification, course or training		Date

5. Referees

Please enter the details of two referees, one of which must be your current employer. We have the right to ask any of your previous employers for a reference. Please provide additional references if the two referees provided do not cover the last five years of employment. Any offers of employment made are subject to the receipt of two satisfactory references.			
Referee 1 – current/most recent employer		Second referee	
Name:		Name:	
Job title:		Job title:	
Company/Organisation:		Company/Organisation:	
Address:		Address:	
Email address:		Email address:	
Phone number:		Phone number:	
What is this person's relationship to you?		What is this person's relationship to you?	
Can we ask this person for a reference immediately?		Can we ask this person for a reference immediately?	

6. Supporting statement

Please outline how your knowledge, skills and experience make you suitable for the position. Refer to the person specification. Preferably no longer than two sides of A4.

7. Declaration

Please sign below to show that you have read the guidance notes on the back of the monitoring sheet when filling in this application, and that you agree to us using the personal information you have given with this job application to assess your suitability. We must protect the public funds that we handle and may use the information you have supplied to prevent and detect fraud. We may also share this information with other organisations that handle public funds. If you do not give your permission, we will not be able to consider your application for employment.

As far as I know and believe, all parts of this form and any other supporting documentation that I have provided have been filled in fully and accurately. If I am appointed to the post, I understand that if the information I supply is not accurate or is false, you could withdraw an offer of employment or dismiss me.

Signature:

Date:

We have a procedure for hearing complaints of unfair treatment during the recruitment and selection process. If you would like details of this scheme, you should contact Dan Cundy, Executive Principal dan.cundy@southbank-utc.co.uk.

For office use only

Shortlist stage

Interview stage

Offer stage

8. Disclosure

You must fill in this sheet as you have applied for a job working with children.

Please read the guidance notes on how to fill out this section.

We are committed to equal opportunities and will do everything reasonably possible to prevent unfair discrimination against people with criminal records. However, our duty to protect children will come first.

Please give details of all convictions, cautions, reprimands or police warnings (whether still relevant or not).	
Are you aware of any police enquiries carried out following allegations made against you which may affect how suitable you are for this post? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'Yes' please give details and dates:	
Have you ever been convicted by the courts, or cautioned, reprimanded or given a final warning by the police? (The post you have applied for is not covered by the Rehabilitation of Offenders Act 1974. This means that you need to tell us about all convictions, cautions, reprimands and final warnings on your criminal record). Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'Yes' please give details and dates:	
Has a DBS (Disclosure & Barring Services) check already been carried out for you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If 'yes', name of authority that carried out the DBS check:	Date of DBS check:
Has a previous employer ever investigated you? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been involved in activities involving contact with children or vulnerable adults outside the work environment (for example, sports coach, scout leader or voluntary work in a day centre)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
I agree that if appointed, you may carry out checks with the DBS for any records or convictions or cautions against me. I am aware that information for standard and enhanced disclosures will be made available if appropriate.	
I confirm that the information I have provided is correct.	
I agree to you carrying out other appropriate checks with the DBS if you need to do so, and also carrying out checks of your own records.	
Signature:	
Date:	

9. Diversity Monitoring Information

Name:			
Position applied for:			
We will treat your answers as strictly confidential and will only use the information you provide for monitoring purposes. We will use the information you provide on this form to produce anonymous statistics to help us with equal opportunities.			
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth:
How would you describe yourself (categories are based on the 2001 census)?			
a.	White	British <input type="checkbox"/>	Irish <input type="checkbox"/>
	Other <input type="checkbox"/> (please give details) _____		
b.	Mixed	White and black Caribbean <input type="checkbox"/>	White and black African <input type="checkbox"/>
	White and Asian <input type="checkbox"/>		
	Other mixed group <input type="checkbox"/> (please give details) _____		
c.	Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
		Bangladeshi <input type="checkbox"/>	Tamil <input type="checkbox"/>
	Other Asian <input type="checkbox"/> (please give details) _____		
d.	Black or black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
	Other black background <input type="checkbox"/> (please give details) _____		
e.	Chinese or other ethnic group	Chinese <input type="checkbox"/>	
	Any other ethnic group <input type="checkbox"/> (please give details) _____		
Do you consider yourself to have a disability? (The Disability Discrimination Act defines a disabled person as someone with a "physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities").			
Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick) Prefer not to say <input type="checkbox"/> (Please tick)			
Please describe your disability here:			
What is your religion?			
None <input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/>			
Muslim <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> (please give details) _____			

Guidance notes

Data Protection Act 1998 (this applies to the whole application form)

We will use the personal information you have supplied in the application form and in any supporting documents to assess how suitable you are for the job you have applied for and to monitor how effective, efficient and fair our recruitment and selection process is.

We may also use this information in internal proceedings to consider a complaint about the recruitment and selection process or to defend ourselves against a legal challenge on the fairness of the recruitment and selection process. For these reasons, we will keep the information you provide for six months if you are not shortlisted for a job, and two years if we appoint you.

We will check the information you supply with other people and organisations to confirm some of the facts you supply in your application (referees, previous employers, educational establishments, examination bodies and so on).

Section 5 of the application form – Referees

Please give the name and addresses of two people we can contact to get a reference for you. One must be your current or last employer and the other preferably a former employer. If you have not worked before, please give details of teachers, lecturers or others who know you well enough to comment on your ability to do the job. Please **do not** use friends or relatives as referees.

Section 7 of the application form – Rehabilitation of Offenders Act 1974

Telling us about a criminal record may not necessarily prevent you from being offered a job.

We may consider:

- the type of offence;
- the time since it happened;
- your age at the time; and
- any other relevant factors;

when we make a decision on whether to offer you a job.

Some convictions are never considered 'spent' under the terms of the Act – for guidance, visit www.lawontheweb.co.uk.

Section 8 of the application form – Posts which are exempt from the Rehabilitation of Offenders Act 1974

As you have applied for a job which involves working with children, we will carry out a Disclosure & Barring Services (DBS) check because these posts are exempt from the Rehabilitation of Offenders Act 1974. Details of these posts are set out in the Rehabilitation of Offenders 1974 (Exception) (Amendment) Order 2001. The DBS is an executive agency of the Home Office which helps employers to check records that were previously held by the police, the Department of Health (DOH) and the Department for Education (DfE). We will ask for an enhanced disclosure due to the nature of the job.

Standard disclosure – for jobs that involve working with children.

Enhanced disclosure – for jobs that involve regularly caring for, training, supervising or being the only person in charge of children. Enhanced disclosures involve an extra level of checking with local police forces as well as checks with the Police National Computer (PNC) and the government department lists held by the DfE and DOH.