

# Application for Employment

# Position applied for:

# Personal Details

|  |  |
| --- | --- |
| First name(s): |  |
| Surname: |  |
| Previous name(s): |  |
| Gender: |  |
| Mr/Mrs/Ms/Miss/Other: |  |
| National Insurance  number: |  |
| Address, including postcode: |  |
| Day telephone number: |  |
| Mobile telephone  number: |  |
| Email: |  |
| Teacher Reference No:  (academic posts only) |  |
| Date of Qualification: |  |
| Have you completed an induction year as a newly qualified teacher? Yes No | |

|  |
| --- |
| Are you related to, or have you previously been employed in any capacity by, an existing Governor or employee of the academy or group? If you have answered yes, please give details. |
| Name: |
| Capacity/relationship: |

**Employment history since leaving secondary education**

**Please give details of your employment history starting with your current/last employer Any gaps in employment history should also be detailed and reasons provided**

(Please continue on an additional sheet if you cannot provide your full employment history in the table below)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | Teachers only | | |  | |
| From (mm/yy) | To  (mm/yy) | School/company name and address | Job Title | Type  (Primary/ Sec/FE) | F/T or  P/T | Age range | Salary grade/  scale | Reason for leaving |
|  |  |  |  |  |  |  |  |  |

# Salary in last/current post:

# Notice period in current post:

**If successful, when would you be able to start:**

**Education, Qualifications and Training**

**BOA Digital Technologies Academy may ask to see your original certificates**

**Please include professional qualifications, apprenticeships or government sponsored schemes and whether full time, part time or home study**

|  |  |  |  |
| --- | --- | --- | --- |
| Examination taken: | Date: | School, College, University: | Grade: |
|  |  |  |  |

|  |  |
| --- | --- |
| Teachers only |  |
| Age range qualified to teach: | |
| Subject qualified to teach: | |
| Please list any job related training courses/seminars you have attended in the last five years: | |

**Membership of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| Institute Body | Grade | By Examination or Election? |
|  |  |  |

Do you have any interest/hobbies?

**Supporting statement**

**In addition to completing this application form, we ask that you also provide a letter of application in support of your suitability for the role – this should be no more than 2 sides of A4 and should detail how your knowledge, skills and experience will make you a suitable candidate for the post you are applying for.**

**References**

|  |  |
| --- | --- |
| Please provide details of two referees. One must be your current or most recent employer.  If you are not currently working with children, but have done so in the past, you must provide a referee from the organisation where you were most recently employed in work with children.  In the case of applicants leaving full-time education or not having worked since doing so, the Head of School, College, University etc. should be named as one of the referees.  Referees will be asked about disciplinary offences relating to children, including any in which the penalty is “time expired” and whether you have been subject to any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure.  Please note: It is our policy to take up references prior to interview. However, if you would prefer us not to contact your referee(s) prior to interview, please indicate this below. | |
| Name:  Position: Organisation  Address: | Name: Position: Organisation:  Address: |
| Tel Number:  Email Address: | Tel Number:  Email Address: |
| May we contact the above with reference to you? YES / NO  If your answer is no – please advise why: | May we contact the above with reference to you? YES / NO  If your answer is no – please advise why: |

**Disclosurey**

|  |  |
| --- | --- |
| Do you have any criminal convictions (include any which the  penalty is “time expired”) If yes, please give details: | Yes No |
|  |  |

Having a criminal conviction will not necessarily bar you from working with us**.**

This will depend on the nature of the position and the circumstances/background of your offence. The post is exempt from the rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and bind overs including those regarded as “spent” must be declared. Successful candidates will be required to apply for an enhanced disclosure check through the Disclosure and Barring Service. Unspent convictions must be disclosed.

BOA Digital Technologies Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

# The Equality Act 2010

The Equality Act defines a person as having a disability if he/she has a physical or mental impairment which has substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Long term is taken to mean a period greater than 12 months.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability?  If yes, which type of disability do you or did you have?  Blind/partially sighted Deaf/hearing impairment Wheelchair use  Other mobility problems Mental health difficulties Dyslexia  Unseen disability e.g. diabetes, epilepsy  Two or more disabilities – please specify | Yes | No |
| If you have a disability, are there any arrangements which are required for interview? If yes, please provide details below: | Yes | No |
| Do you require any equipment or support because of your disability in order to carry out the duties described in the job description for this post? If yes, please specify below: | Yes | No |

# Declaration

# I hereby certify that:

# All the information given in this form is true and correct to the best of my knowledge.

# Questions have been answered accurately and in full.

# I am in possession of the certificates I claim to hold.

# I understand that providing misleading or false information will disqualify me from appointment or may lead to my dismissal if discovered after appointment

# My name has not been placed on any list which disqualifies me from working with children

# I consent to the information contained in this form, and any other information received by or on behalf of the BOA Group relating to this application, being processed by the BOA Group in administering the recruitment process.

# Signed:

# Dated: