



Diocese of Bristol Academies Trust

Application Form

NOTE

- *Where Dates are requested, please include **Month** and **Year***
- *Do not send a CV unless specifically requested*
- *When completed, please return this form to the address named in the advertisement*

APPLICATION

Confidential when completed

Please complete and return electronically where possible, otherwise print off and use black ink.

Position applied for:

Vacancy reference:

School/Academy:

Where did you learn of this vacancy?

Personal Details

Title: Surname:

Forenames:

Home Address		Daytime Tel:	
		Evening Tel:	
		Mobile:	
		Former Name(s)	
		NI Number	

City/Town:		Do you have the right to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Postcode:		Do you hold a full driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email:		Do you have regular use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Education / Qualifications

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

Name of School / College / University	Level	Subject	Grade / Result	Year

Current Employment

Or most recent employment if not currently employed.

Employer Name:			
Employer Address:			
Job Title:		Current Grade / Salary:	
Start Date (month/year):		End Date (month/year if applicable):	
Brief outline of duties:			
Reason for leaving (if applicable):			

Previous Employment

Please enter most recent job first (paid or unpaid). Any dismissal or redundancy must be clearly stated.

Name of Employer	Job Title	Start Date (mm/yyyy)	End Date (mm/yyyy)	Reason for leaving

Gaps in Employment

Please indicate any gaps in employment, including specific dates since leaving secondary education.

Date from:	Date to:	Reason for gap

Training

Please highlight training you have undertaken which is relevant to the post

Course Name:	Course Provider:	Duration:	Date(s):

Membership of Professional Associations

(if applicable to the post)

Organisation Name:	Level of Membership:	Role/Registration Number <i>(if applicable)</i> :

References

Please state below details of two people to whom reference may be made (family members and close friends are not acceptable)

Reference 1 – Your present or last employer/Headteacher, if currently employed.

Reference 2 – Another previous employer (ideally where you worked with children or young people) or a university or college tutor (if no previous employment) or voluntary organisation.

If you were known to your referee under another name, please state name:

Reference 1 Name		Reference 2 Name	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Tel:		Tel:	
Position:		Position:	
Organisation:		Organisation:	

Previous employers may be contacted without seeking further permission from you, as part of the vetting process. Please confirm below whether or not referees may be contacted prior to interview:

Referee 1	Yes <input type="checkbox"/> No <input type="checkbox"/>	Referee 2	Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------	--	-----------	--

Are you related to or do you have a close relationship with a School, Local Board Member / Governor or employee of the Diocese of Bristol Academies Trust? Yes No

If yes, give their name, position and relationship to you:

Are you a current employee of the Diocese of Bristol Academies Trust? Yes No

If yes, state your pay reference number:

The Rehabilitation of Offenders Act 1974

Under the above Act most criminal convictions may be regarded as spent after a defined period and need not be disclosed for employment purposes. However, jobs that involve work with either children or vulnerable adults are exempt from these provisions. This means that for all school-based posts applicants are required to declare any criminal convictions including cautions, bindovers or no case to answer.

If appointed, further vetting will require an enhanced Disclosure and Barring Service (DBS) disclosure certificate to be obtained.

Do you have any criminal convictions to declare (including cautions, bindovers or no case to answer)?

Yes No

Have you ever been subject to any employment restrictions or sanctions imposed by a regulatory body (e.g. DfE, List 99, GTC)?

Yes No

If yes, please state details below or return with your application in a sealed envelope marked "Private and Confidential" for the attention of the Principal / CEO.

Availability

Please state any dates and/or times when you are not available for interview:

How much notice are you required to give?

When are you available to start work?

Skills, Abilities, Knowledge and Experience

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the person specification. You should refer to these and any other details provided when completing this section.

You should also outline personal achievements whether in paid employment or elsewhere to demonstrate personal qualities, hobbies or interests.



Diocese of Bristol Academies Trust Application Form

DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected by the Diocese of Bristol Academies Trust for the purpose of administering the employment and training of employees within the Trust.

The information may be disclosed, as appropriate, within the Diocese, to school governors, to Occupational Health, to the Department for Education, to the Teachers Pensions Agency, to Local Authority Departments of Children, Schools and Families, the Avon Authorities Pension Fund, other pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

I, (print name)

consent to the Diocese of Bristol Academies Trust recording and processing the information detailed in this application form. I understand that this information may be used by the Trust in pursuance of its business purposes and my consent is conditional upon the Trust complying with their obligations under the Data Protection Act 1998.

General Notes

1. Any form of canvassing will disqualify the candidate.
2. False or misleading information will disqualify an application or, if appointed, render an applicant liable to dismissal without notice.
3. Please return this form by the closing date to ensure consideration.

Declaration

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

Sign below to confirm that you agree to the above statement (for applicants applying by email, please enter a check mark in the box)

<input type="checkbox"/>	Signed:	Date:
--------------------------	----------------	--------------

RECRUITMENT MONITORING

(Confidential when completed)

(This section will be removed prior to interview selection)

Name:

Job title:

Job ref no:

HOW DID YOU FIND OUT ABOUT THIS VACANCY?

GENDER

I am: Female Male

Date of Birth: Age:

To help us monitor our Equal Opportunities in Employment Policy please tick the following boxes as appropriate:

ETHNIC ORIGIN

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

British Albanian/Kosovan Roma Irish Bosnian

Any other White background, please write in below:

B Mixed

White and Black – Caribbean White and Asian White and Black – African Asian and Black

Any other Mixed background please write in below:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Any other Asian background, please write in below:

D Black or Black British

Caribbean African

Any other Black background, please write in below:

E Other ethnic group

Chinese Arab Afghan Kurdish Vietnamese

Any other please write in below:

DISABILITY

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment

which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes: No:

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

WHAT IS YOUR SEXUAL ORIENTATION?

Bisexual Lesbian or Gay Heterosexual / Straight Other Not Disclosed

RELIGION

Christian Buddhist Hindu Jewish Muslim Sikh

No religion Other - please specify: