

For office use only:	
Post number	_____
Applicant number	_____
Date received	_____
Shortlisted	Yes/No



Redditch RSA Academies Trust

CONFIDENTIAL WHEN COMPLETE

Job Title	
Applicant Name	

Thank you for requesting an application form for the above vacancy. We will use this form to help decide your suitability for the job so please make sure that it is accurate and complete. You should complete all sections in black ink or typeface to assist with photocopying the form. Please do not send any curriculum vitae or testimonials unless asked to do so.

If you would like a copy of the form in large print, Braille, on audiotape or in Word computer format please contact the person named on the accompanying details.

Please return your completed form no later than the closing date to the address shown below. Late applications may not be considered.

Electronic application forms are preferred; please send to:
jrowson@abbeywood.worcs.sch.uk.

If you do not receive a response within six weeks from the closing date, you should assume that your application has been unsuccessful.

Abbeywood First School RSA Academy Trust Church Hill Middle School Academy Trust Wood Piece Lane Church Hill Redditch Worcestershire B98 9LR

1. Personal Details

Surname/Family Name	<input type="text"/>	Preferred form of address e.g. Mr, Mrs, etc.	<input type="text"/>
Forename(s)	<input type="text"/>	Date of Birth (DD/MM/YYYY)	<input type="text" value="/ /"/>
Home Telephone	<input type="text"/>	Mobile Telephone	<input type="text"/>
Email address	<input type="text"/>	NI Number	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>		

Two Ticks



Under the 'Two Ticks' Scheme the Redditch RSA Academies Trust undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification.

For these purposes, disability is defined as any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Do you consider that you would qualify for an interview under the Scheme Yes No

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:

Canvassing and Relationships

If you are related to or have a close personal relationship with a Trustee, Governor, employee or pupil currently attending a school in the Trust, please state their name and relationship to you.

Note: Canvassing will lead to disqualification for appointment

2. Education, Training and Qualifications

Please give brief details of all training and other courses you have undertaken which are relevant to this post

Name of School/College/University attended	From - To	Qualifications including grades	Date obtained
1. Schools (after age 11)			
2. Further or Higher Education (Full or Part Time)			
3. Professional or other courses including training courses attended, NVQs etc.			
	Duration	Name of any qualification awarded and date	
4. Current membership of professional organisations			
5. Driving Qualifications			
Do you hold a current, valid full driving licence? Please describe e.g. Car/LGV/PCV	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you own a car?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have access to one?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

3. Employment/Work Experience

Please include any previous experience either paid, unpaid or voluntary starting with the most recent

3a. Current				
Employer's name and address including work base address if different	Position Held	Present Salary	Dates From - To	Period of Notice
	Duties			
3b. Previous				
Employer/Organisations (most recent first)	Position held and brief description of duties/responsibilities	Dates Months/Year From - To		Reasons for leaving and final salary

4. Additional Information

Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate for this post. Please refer to the criteria on the enclosed person specification.

5. Convictions/Disqualifications

EXEMPT EMPLOYMENT

As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The County Council will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions.

If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked.

You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS. Please see: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates for information regarding filtering of convictions.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

Do you have any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences? Y/N

If you have answered Yes, please give further details below.

6. References

Please give details of two people, one of which should normally be your current line manager, who are able and willing to comment on your suitability for this job. (Please see notes attached)

Name	<input type="text"/>	Name	<input type="text"/>		
Address	<input type="text"/>	Address	<input type="text"/>		
Telephone number	<input type="text"/>	Telephone number	<input type="text"/>		
Email address	<input type="text"/>	Email address	<input type="text"/>		
Relationship to you e.g. manager, colleague, etc.	<input type="text"/>	Relationship to you e.g. manager, colleague, etc.	<input type="text"/>		
Do you wish to be consulted before this referee is approached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you wish to be consulted before this referee is approached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Declaration

I confirm that I have read the information given to me about this job and that I do not have any physical or medical impairment, which, without reasonable adjustment would prevent me from carrying out the duties of this job. I declare that all the information given in this application is correct and complete. I understand that if any information I have provided is found to be untrue any offer may be withdrawn or any contract of employment may be terminated.

I also consent to the 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.

Signature

Date

Equal Opportunities Monitoring Form

Redditch RSA Academies Trust is committed to the elimination of all forms of unjustifiable discrimination. The Trust will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the Trust to constantly monitor itself to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below

This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.

Please tick as appropriate:

1. Which of the following do you consider to be your ethnic origin?

(tick only one box), see below for explanatory notes.

- | | | |
|---|---|--|
| <input type="checkbox"/> White British (AWB) | <input type="checkbox"/> White and Black Caribbean (BWBC) | <input type="checkbox"/> Indian (CIN) |
| <input type="checkbox"/> White Irish (AWI) | <input type="checkbox"/> White and Black African (BWBA) | <input type="checkbox"/> Pakistani (CP) |
| <input type="checkbox"/> White Other (AWO) | <input type="checkbox"/> White and Asian (BWA) | <input type="checkbox"/> Bangladeshi (CB) |
| <input type="checkbox"/> Chinese (ECH) | <input type="checkbox"/> Mixed Other (BMO) | <input type="checkbox"/> Asian Other (CAO) |
| <input type="checkbox"/> Caribbean (DBC) | <input type="checkbox"/> African (DBA) | <input type="checkbox"/> Black Other (DBO) |
| <input type="checkbox"/> Other Ethnic Group (EOE) (Please describe) | <input type="text"/> | |

2. Are you

Male

Female

3. Do you have a disability?

Yes

No

4. Please tick the age band currently applicable to you

i. up to 19

ii. 20-29

iii. 30-39

iv. 40-49

v. 50-65

vi. Over 65

Where did you see this post advertised?

Monitoring Form Explanatory Notes

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the 'other ethnic group' box and give details in the space provided above.

REQUIREMENT FOR REFERENCES

Please see below guidance and information relating to the requirement for references.

- All candidates should provide details of two referees who are able to comment on your suitability for employment. Relatives or friends should not be provided as a referee.
- At least one of the referees should be your current employer. If you are unable to provide this, e.g. if you are joining us directly from the education system, at least one referee from a person in a position of responsibility, who has knowledge of you, should be provided. This could be your tutor or lecturer.
- If you are not currently working with children you should also provide details of a contact from your last post working with children.
(**N.B.** The interview will include a section where suitability for working with children will be explored, regardless of whether or not you have previously worked with Children).
- References will be requested from referees for those applicants that have been shortlisted for interview. These will be requested prior to the interview.

If you are unclear as to who should be provided as your two referees, please do not hesitate to contact the school for further guidance.