



Job Application Form

Perry Beeches Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Perry Beeches Academy wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 in encouraging equality and diversity to Equality Act 2010.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). Electronic versions of this form are available at www.pb-theacademy.co.uk

It is important that you refer to the Guidance Notes before completing this form.

FOR OFFICE USE
Job Title:
Location
Date sent out:
Date returned:
Application no:
Closing Date:

1. Vacancy Details This section must be completed

Post Applied For (Job Title):

2. Personal Details

First name(s): _____ Surname: _____ Title: e.g. (Mr,Mrs,Ms): _____

Former name(s): _____ Date of Birth: _____ / _____ / _____

Address: _____

Postcode: _____

Daytime tel no: _____ Evening tel no: _____

Mobile tel no: _____ Email: _____

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter:

National Insurance Number, if you have one

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Do you have the Right to Work in the UK? Yes No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence

3. Arrangements for interview

If you have a disability, are there any arrangements which we can offer for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language, audioloop etc.)



4. Education/Qualifications (including overseas) Please start with secondary education.

To		From		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

Please continue on a separate sheet if necessary

5. Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length



Please continue on a separate sheet if necessary.

6. Membership Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

7. Past Employment & Experience (if any) include voluntary or other relevant experience.

To		From		Employer	Job Title	Reason for change
nth	yr	nth	yr			

Please continue on a separate sheet if necessary.



Perry Beeches
The Academy Trust

8. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the advertisement. Please attach no more than 2 sides of A4



9. Present or Most Recent Employment (if any)

Job title: _____ Employer: _____

Salary: _____

Date Started: _____ Date left (if applicable): _____

Address: _____

Postcode: _____

Reason(s) for leaving (if applicable): _____

10. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement from employment? Yes No

Have you ever been dismissed from employment for misconduct? Yes No

If yes, please attach full details in a sealed envelope marked Private and Confidential and return with your application.

11. References Please give details of two referees, one of whom must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box below if you do not wish us to take up a reference without your consent.

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____

Name: _____

Address: _____

Postcode: _____

Tel no: _____ Email: _____

Job title: _____ Relationship to you: _____

If this referee knows you by another name please give that name: _____



Please note: Applicants should be aware that all posts within the Academy Trust will require an Enhanced Disclosure to be obtained from the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The **Rehabilitation of Offenders Act 1974** (exceptions) Order 1975 - amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that the Trust is legally entitled to know about could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) Yes No

If you do have any criminal convictions, cautions, warnings or reprimands that are not "protected", or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please enclose full details in a sealed envelope marked 'Private and Confidential'

Signed: _____ **Print Name:** _____

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Data Protection Act 1988

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 Trust will record and use the information you provide for the purpose of dealing with your application. The information may be disclosed, as appropriate, to our pension providers, Occupational Health, to the Department for Education, to the Teaching Agency, Law Enforcement Agencies and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you provide 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. By submitting an application for employment you are consenting to the recording and use of the information which you supply.

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointment to the job.

I _____ consent to Perry Beeches The Academy 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 legal obligations under the Data Protection Act 1988.

If you submit an electronic copy of your application form you **do not** need to submit a signed copy by post. Fully completed application forms must be received by Academy Trust HR **no later than 12 noon on the published closing date**, electronically to vacancies@pb-theacademy.co.uk or by post to Academy Trust HR, Perry Beeches II The Free School, 156 Newhall Street, Birmingham, B3 1SJ. Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job.

Application forms not fully completed may be refused.



For all candidates:

Perry Beeches The Academy Trust wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

The information you provide will stay confidential, and be stored securely and limited to only some staff in the organisation's Human Resources section.

Recruitment Monitoring

Name:

Job title:

Job ref no:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete 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 2011 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:

Gender

I am: Female Male

Date of Birth:

Age:

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.

Employment Status

Are you currently employed?

Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

What is your sexual orientation?

Bisexual
 Lesbian or Gay
 Heterosexual / Straight
 Not Disclosed

Religion

Christian
 Buddhist
 Hindu
 Jewish
 Muslim
 Sikh
 No religion



- Other - please specify: _____
- Not disclosed

D Black or Black British

- Caribbean African

Any other Black background please write in below:

E Chinese or other ethnic group

- Chinese Arab Afghan
- Kurdish Vietnamese

Any other, please state:

Not disclosed

Job Advertisement

How did you first find out about this job? Please specify the source or publication.

- Jobs4U jobs bulletin
- CV Library
- Jobsgopublic Website
- Website, other (please specify), _____
- Professional Journal (please specify), _____
- Birmingham Evening Mail
- Other Newspaper (please specify), _____
- Radio (please specify), _____
- Word of Mouth
- Careers/open day (please specify), _____
- Jobcentre Plus
- Search Consultant
- Other (please specify), _____

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