



## APPLICATION FORM

Please read the guidance notes. You must not alter the design or layout of this form in any way. **Completed application forms to be returned to the academy, unless otherwise instructed.**

Post applied for		
Berwick Academy		
<b>PERSONAL DETAILS</b>		
Surname:		First name(s):
Former or changed name(s):		
Date of Birth:		Current Address:
National Insurance Number:		
Home Tel:	Mobile:	
Work Tel:		
Email:		Post Code:
Do you consider yourself to have a disability?		Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application. (If you are appointed to the post, we will also ask you at that stage about any reasonable adjustments you may need to help you do the job for which you are applying.)		
If you are applying for a post open to job share please indicate how you wish to work by circling one of the following:		
FULL TIME ONLY	JOB SHARE ONLY	EITHER
<b>RELATIONSHIPS &amp; CANVASSING</b>		
Please declare below any family or close relationship with an existing employee or governor of Berwick Academy. CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS		
<b>CURRENT OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER</b>		
Employer's name		Position held
Employer's address		Date started
		Date finished
		Reason for leaving
		Other Benefits
Salary		
Brief description of duties, responsibilities etc		

### ACTION FOR EQUALITY

The Academy aims to ensure that no job applicant or employee receives less favourable treatment than another based on any of the protected characteristics in the Equality Act 2010 or any other factor unrelated to the requirements of the job and which are not restricted by legislation. We operate a guaranteed interview scheme for disabled applicants who meet the essential criteria in the person specification for the post.

### SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding children and young people and expect all staff and volunteers to share this commitment.

**ALL PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list most recent first.**

[illegible]

**EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS** Please list most recent first

[illegible]**MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the position applied for**

Name of Professional Body	Reference/Membership Number

**FURTHER DETAILS IN SUPPORT OF YOUR APPLICATION (please refer to guidance notes)**

**OTHER RELEVANT ACHIEVEMENTS (e.g. leisure interests and hobbies)**

## REFERENCES

Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. If you are not currently working with children and young people, you must include a referee from the last employment you had working with children (if any). Please note that requests not to contact the referee prior to interview may affect whether you will be shortlisted for a job working with children as statutory guidance is that references should be taken up before interview. References from friends or purely social acquaintances are unacceptable.

**1**

Name

Position

Relationship

Address

Postcode

Telephone No.

**Email:**

Permission to contact prior to interview Yes/No

**2**

Name

Position

Relationship

Address

Postcode

Telephone No.

**Email:**

Permission to contact prior to interview Yes/No

## CRIMINAL RECORDS

Having a criminal conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant. The job information pack sent to you with this application form will contain more information including a Criminal Records Disclosure Form for you to return with this application form. The successful candidate will be required to produce a Disclosure and Barring Service (DBS) criminal records certificate and any offer of appointment will be conditional upon this being judged satisfactory by the Appointing Officer.

Please check and sign the statement below (noting that it is a criminal offence for anyone on the Children's Barred List to apply for a job that involves "regulated activity"):

**I confirm that I am not on the Children's Barred List as being barred from working with children, I am not subject to sanctions imposed by a regulatory body and I have completed and returned the Criminal Records Declaration Form.**

**SIGNED**..... **DATE**.....

## DECLARATIONS



I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the GDPR 2018 for the Governing Body of the Academy to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

**SIGNED**..... **DATE**.....

## FURTHER INFORMATION

**Thank you for completing this application. Please note that if you are not notified in writing within six weeks of the closing date for applications, you may assume that you have not been selected for interview on this occasion.**