

# BELFAIRS ACADEMY

Equal opportunities employer

**NON TEACHING STAFF APPLICATION**

**CONFIDENTIAL**

*Please complete this form in black ink or typescript to assist with photocopying*

## 1. APPLICATION FOR APPOINTMENT AS:

## 2. PERSONAL DETAILS

Home address:

Surname and title:

First name(s):

All Former names:

Date of birth

Home Telephone number and mobile:

Post code:

Nat. Ins number:

Do you hold a valid full driving licence YES/NO

Email address:

## 3. CURRENT OR MOST RECENT POST

*Employer's name and address*

Job title

Date appointed

Grade

Salary

Notice required

Brief outline of duties and reason for seeking other employment

**4. PREVIOUS EMPLOYMENT (CONTINUE ON A SEPARATE SHEET IF NECESSARY)**

Employer	From To	Duties and responsibilities	Job Title	Reason for seeking other employment
Employer	From To	Duties and responsibilities	Job Title	Reason for leaving
Employer	From To	Duties and responsibilities	Job Title	Reason for leaving

If there are any gaps please explain

**5. EDUCATION AND TRAINING**

Educational establishment(s)	From to inc. full or part time	Qualifications obtained	Grade Dates

**ICT Skills**

Training will be provided where required. Information given here will help us to plan training schemes

<b>Microsoft office</b>	Basic	Competent	High
<b>Word</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Excel</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Email</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Powerpoint</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Data bases</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Others Please specify</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. INFORMATION IN SUPPORT OF YOUR APPLICATION**

## 7 REFERENCES

Please give names and addresses of two persons or companies to whom reference may be made. One referee should be your present employer or, if you are unemployed, your last employer.

In what capacity do you know the refereee:

(a) Name and Address

(b) Name and address

Position

Position

Tel No.

Tel No.

Fax No.

Fax no.

E mail

Email

Notes: (i) Referees will be contacted before interviews unless otherwise requested.  
(ii) If either of your referees knew you by another name, please give details.

## HAVE YOU AT ANY TIME BEEN DEBARRED FROM WORKING WITH CHILDREN BY ISA or THE DEPARTMENT FOR CHILDREN SCHOOLS AND FAMILIES?

YES/NO (If YES, please enclose details with dates in a sealed envelope and attach to this form)

Please give details of any holiday or other commitments which may affect possible interview dates:

## 8 Are you related or partner to any member of staff or Academy governor Yes/No

YES please give brief details

Such a disclosure will not disqualify you from consideration. However, a failure to disclose any such relationship or the canvassing of Academy governors in relation to this appointment may disqualify you, or lead to dismissal without notice.

For persons who are not British or EU nationals:

If you have any conditions related to your employment please give full details:

Personal declarations:

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these position you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered "spent" under the act. Have you ever been convicted of any offence or bound over or given a caution?

Yes/No

If yes, please give detail on a separate sheet and attach it to this form in a sealed envelope marked "Confidential - Disclosure".

I understand that if my application is successful I will be required to obtain a DBS disclosure at the appropriate level.

The information stated in this application, together with any accompanying papers is, to the best of my knowledge correct..

**For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Belfairs Academy relating to the subject matter of this form, being processed by them on administering the recruitment process.**

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children or subject to any sanctions or conditions on my employment imposed by the DBS, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.

**Signed:**

**Date:**

**Print name**

**All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.**