



Application form guidance

Section 2 - Personal Details

Please complete the personal details section in full. If any box is not applicable, (e.g. home email address) write N/A in the appropriate box.

Section 3 - Current or most recent employment

- Please provide details of the duties and responsibilities held particularly those that you consider most relevant to the post you are applying for.
- Please provide details on a separate sheet of any employment that you intent to continue, even if you are successful in this application. The Academy is required to comply with the Working Time Regulations and must also ensure that additional employment undertaken does not conflict with your Employee Code of Conduct.

Section 4 - Previous employment

- This section must be completed in date order, beginning with the most recent first.
- Please list all the employers you have worked for, continuing on a separate sheet if necessary.
- Any breaks in employment should be explained.

Section 5 - Education and training and other employment

- List all the qualification you possess, including dates and grades achieved. You may also list training courses that you have attended.
- If invited to interview, you may be asked to bring your original certificates or other supporting evidence with you.

Section 7. Please complete your sickness absence details

Section 8 - Details in support of your application

This section is your opportunity to explain how your experience and achievements meet the requirements of the post. It is important that you use the job description and person specification as your guide. Give examples where possible and include experience gained outside work where this is relevant.



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Section 10 - References

- Please provide the names and addresses of two people who we may approach for a reference if you are selected for interview.
- One of your references must be from your current or most recent employer.
If you have not worked before, you may give the name of a teacher, tutor, lecturer or other person who is able to comment on your ability.
- We reserve the right to contact any of your previous employers for a reference. However, we will contact you before approaching anyone that you have not listed as a referee. Where appropriate, we may also seek your permission to approach referees that you have indicated should not be contacted.
- The Academy must receive references that are satisfactory to this organisation before any offer of employment can be made.

Section 11 - 15 Miscellaneous Information

- It is essential that all parts of Section 11 - 15 of the application form are completed and the declaration is signed and dated.
- Please take note of the need to declare any relationships and provide accurate information as described in Section 11 of the Application Form.