

5. HIGHER EDUCATION

Place of study	Dates	Main subjects	Subsidiary Subjects(s)	Qualification gained Degree, Cert., Diploma, etc. (including class)

SECONDARY AND FURTHER EDUCATION WITH EXAMINATION RESULTS*SUBJECTS PASSED WITH GRADES (e.g. O/A level/GCSE/GNVQ.)*

School or College attended:

Subjects taken	Examinations Passed	Grades	Dates

OTHER COURSES ATTENDED IN THE LAST 5 YEARS

Course details	Dates	Course details	Dates

OTHER EMPLOYMENT

Name of Employer(s)	Details and nature of work	Inclusive period of Service From: To:	F/T or P/T

MEMBERSHIP OF PROFESSIONAL BODIES:**ICT Skills**

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

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



7. HAVE THE DBS, The Teacher Agency or DFE EVER RESTRICTED OR ARE CURRENTLY CONSIDERING RESTRICTING YOU FROM TEACHING

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

WHERE DID YOU SEE THIS POST ADVERTISED?

Name of publication(s) _____

8. YOUR SUPPORTING STATEMENT

As part of your application you are requested to set out on a separate sheet(s) relevant information in support of your application. This should demonstrate how you consider you are able to fulfil the requirements of the Person Specification and Job Description, if enclosed.

9. LEISURE ACTIVITIES AND INTERESTS

Please give brief details of your recreational and any other special interests that you consider may be relevant to this post.

10. REFERENCES

It is expected that Teachers/Deputy Headteacher will name their present or most recent Headteacher as their first referee. Headteachers should list their Local Education Authority or Employing Body (if employed at an Independent or Foundation School). University leavers should name their course tutor.

In what capacity do you know the referee:

Note: If you were known to any of your referees by a different name, please include details.

Name

Name

Position

Position

Address

Address

Tel no.

Tel no.

Fax no.

Fax no.

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 Independent Safeguarding Authority, 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.

11. CANVASSING

Are you related to a Governor of the establishment to which your application is being made, or to a County Councillor or Senior Officer of Southend-on-Sea Borough Council?

YES/NO (if YES please give details)

Canvassing of County Councillors, Governors or Senior Officers of the Council is forbidden.

12. DISABILITY

Please describe any disability or condition which we may need to consider in assisting you to fulfill the duties of this post.

Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. Parking space, ground floor venue etc.

The above information is to help us to fulfil responsibilities under the Disability Discrimination Act and assist in the employment of people with disabilities.

13. EQUAL OPPORTUNITIES

Belfairs Academy aims to ensure that people are recruited, selected, employed, trained and promoted on their abilities for the job. Please read the enclosed statement "**Equal Opportunities of Employment**"

14. DISCLOSURE OF CRIMINAL CONVICTIONS (please read this note carefully)

1. Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. As you are seeking employment in a capacity which provides the opportunity for access to children or young persons, unless you are already employed by Southend Borough Council in this capacity, you must disclose – at the time of application – all criminal convictions or cautions including any that may be "spent" under the Rehabilitation of Offenders Act 1974. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Academy. It is particularly important therefore that you read carefully the notes entitled "Disclosure of Criminal Convictions".

Please enclose details of any conviction or caution in a sealed envelope attached to this form.

2. If offered the post you will be required to give your consent for the Academy to undertake a police check as to whether there exists any record or criminal conviction. More information will be given should you be employed and required to complete this.

15. CERTIFICATION

I certify that to the best of belief, the information I have entered is true, and I understand that any false information or failure to disclose any criminal convictions may, in the event of employment, result in dismissal or disciplinary action by the Academy

Signed _____ Date _____

ANY INFORMATION ENTERED ON THIS FORM MAY BE HELD ON COMPUTER FILE