



## Employment Application Form

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact The Academy for Character and Excellence.**

Thank you for requesting an application form for a vacancy within The Academy for Character and Excellence. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes

**Please note**      CVs will not be accepted  
                          All sections of the form must be completed  
                          Late applications will not normally be considered

### Post

Post applied for:		Job Reference	
Closing Date:		Location	

### Your details

Surname:		First Name:		Title:	
Previous name/s (if you have any) or insert the word "none"					
Address:					
Home phone number			Mobile phone number		
Email Address					
National Insurance Number					
Date of Birth					
Name of current Employer					
Current position					
Current Salary					



### Gaps in Employment / Training

Please set out all gaps in employment or training

Dates (month and year)		Reason for the Gap
From	To	
/	/	
/	/	
/	/	
/	/	

### Education and qualifications

Please fill in the table below with details of your education and qualifications.  
List all periods of study, in date order.

Dates (month and year)		Name and address of school, college or university	Did you study full or part time?	Qualification			
				Date	Subject	Grade & class	
From	To						
/	/						
/	/						
/	/						
/	/						

### Professional or technical qualifications and training

Name of professional organisation	Membership grade & number	How did you become a member? (For example, exam)	Date

**Supporting Evidence**

Please write in support of your application, giving examples as to how you meet the Person Specification and how you would contribute to this post. Please note, considerable attention will be given by us to this statement when assessing your application against the criteria for the role.

## References

**It is The Academy for Character and Excellence's practice to take up references for short-listed applicants prior to interview**

Please give the name and address of two referees from which the Academy may seek information regarding your suitability for employment covering at **least the last 3 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

### **For post that require a DBS check**

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

**Please ensure your references below cover the last 3 years of employment.**

**Reference 1** – this must be from your present or most recent employer. If this reference will come from a School, the referee should be the Headteacher / Executive Head / Head of School

<b>Name of referee</b>	
<b>Position</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel number</b>	
<b>How do you know them</b>	

### **Reference 2**

<b>Name of referee</b>	
<b>Position</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel number</b>	
<b>How do you know them</b>	

**Additional Referees (to cover 3 years)**

<b>Name of referee</b>	
<b>Position</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel number</b>	
<b>How do you know them</b>	

<b>Name of referee</b>	
<b>Position</b>	
<b>Address</b>	
<b>Email</b>	
<b>Tel number</b>	
<b>How do you know them</b>	

## Declarations

### Equalities Act 2010

The Academy for Character and Excellence is an Equal Opportunities employer and we are committed to our obligations. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview

The Equalities Act 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". Please confirm whether you consider yourself to have a disability.

*Please indicate with a Yes or No:*

If yes, what is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview

### Eligibility to work in the UK

**Are you eligible to work in the United Kingdom and are you able to provide proof of this?**

*(please indicate "yes" or "no")*

If you are currently working in the UK with Visa restrictions please provide the following information:

Visa Number	
Expiry date	

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the General Data Protection Regulations and the Data Protection Act 2018 (DPA). If you are offered the post these original documents will be retained on your personal file

### Relationships

**Are you in any way related to or have a personal relationship with any Member, Trustee or an employee of The Academy for Character and Excellence?**

**If 'Yes' please give details below:**

Name:

Relationship:

Job Title:

Soliciting support or information, which may be deemed to offer an unfair advantage, from any Member, Trustee or employees of the Academy in connection with this appointment will disqualify your application

### Criminal convictions

**Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' or filtered as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) by SI 2013 1198??**

**Yes            No**

**If 'Yes' please give details below or on an additional sheet if necessary**

### Disciplinary action

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

**Yes            No**

If 'yes' please give brief details below or on an additional sheet if necessary

### Disclosure and Barring Check / Criminal record check

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974, and those that are required to access the Public Services Network (PSN) or data or any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent" except where these have been filtered out in line with current guidance. Criminal convictions will only be taken into account when they are relevant to the post.

**Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure"**



The collection, processing, maintenance and retention of any personal data which the Academy processes, is governed by legislation such as the GDPR and the Data Protection Act 2018, and by the Academy's own policies and procedures. The Academy will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a vacancy. The information given will be provided to Academy's (as the employer) employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the Academy, then the application form will be kept on your personnel file for the duration of your employment

I note that the information provided on this application form may be held, further processed or verified, in accordance with the General Data Protection Regulation.

Signature:

Date:

**Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration**

### Final Declarations

The Academy for Character and Excellence is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

I confirm that I have read and understood the enclosures provided with this application form

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Academy's decision to employ

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I declare that I have not canvassed any Member, Trustee or employee either directly or indirectly in connection with this application

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 2018

I give my authority for the Employer to verify my qualifications with the relevant body.

Signature:

Date:

**Submitting this completed application form electronically signifies your acceptance of ALL of the above declarations**

(For official Academy use ONLY - section to be completed by designated Academy representative)

Reference 1	Reference 2
Name/Details of the person contacted	Name/Details of the person contacted

Date the verbal verification took place	Date the verbal verification took place
I have verbally verified this reference	I have verbally verified this reference
Signature:	Signature:
Date:	Date:

## EQUAL OPPORTUNITIES MONITORING

The Academy for Character and Excellence is committed to the promotion of equality of opportunity in its employment policies, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policies, by analysing statistical information. The information requested below is used for statistical purposes only. This information is not used to inform decisions about individuals. The data is gathered and used, for instance, to record percentages of different groups (e.g. to benchmark against community profiles) and indicate if particular groups are being treated differently. The monitoring of statistical data will help us to ensure we are effectively promoting and operating equal opportunities and anti-discriminatory practice in our employment policies and procedures. All information is held securely and confidentially.

**We ask you to sign this form at the end to show that you understand that we will retain the information and what it will be used for.**

Explanatory notes:

### **Ethnic Origin**

The ethnic origin categories the same as those used in the population census in 2001. They are recommended by the Equality and Human Rights Commission as the basis for reporting statutory performance indicators.

### **Disability**

The definition of disability under the Equalities Act 2010 states that "a person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities".

General Information				
Surname:		First Name:		Title:
Staff Group				
<i>please indicate which staff group you work with by entering a "yes" in the correct box</i>				
Leadership Group		Teachers		
Teaching Assistants		Support Staff		

Gender Classification	
<i>Please indicate with "yes" in the relevant box</i>	
Male	Female

Disability
Do you consider yourself to have a disability? <i>Please indicate with "yes" or "no"</i>

Age							
<i>Please indicate your age group by stating "yes" in the relevant box</i>							
16 to 19		30 to 39		50 to 59		65-70	
20 to 29		40 to 49		60 to 64			

<b>Caring Responsibilities</b> Do you have caring responsibilities for any of the following? Please indicate with "yes" in any boxes that apply			
Children aged 0-6		Children aged 6-11	
Children aged 12-16		Other dependent or person to whom you have Caring Responsibilities	

<b>Ethnicity</b> How would you best describe your ethnic origin?			
<b>Classification</b>		<b>Code</b>	<i>Please indicate with "yes" in the relevant box</i>
White	British (i.e. English/Scottish/Welsh)	WB	
	Irish	WI	
	Any other White background*	WO	
Mixed	White and Black Caribbean	MC	
	White and Black African	MB	
	White and Asian	MA	
	Any other Mixed background*	MO	
Asian or Asian British	Indian	I	
	Pakistani	P	
	Bangladeshi	B	
	Any other Asian background*	AO	
Black or Black British	Caribbean	BC	
	African	BA	
	Any other Black background*	BO	
Chinese	Chinese	C	
*Other ethnic group	Please state:-	OE	

**I confirm the above information is correct. I confirm that I understand how the information provided will be retained and what it will be used for. I understand that the information on this form will be treated in the strictest confidence.**

<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	

Thank you for taking the time to complete this form. Please return it to [recruitment@acexcellence.co.uk](mailto:recruitment@acexcellence.co.uk)