



## Application for Employment

<b>Position Applied for:</b>	
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### Personal Details

First name(s):	
Surname:	
Previous Name(s):	
Gender:	M / F/ Prefer not to say
Mr/Mrs/Ms/Miss/Other:	
National Insurance number:	
Address, including postcode:	
Day Telephone number:	
Mobile Telephone number:	
Email:	
Teacher Reference No: (academic posts only)	
Date of Qualification:	
Have you completed an induction year as a newly qualified teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to or have you previously been employed in any capacity by an existing Governor or employee of the academy? If you have answered yes, please give details.	
Name:	
Capacity/relationship:	

## Employment history (since leaving secondary education)

**Please give details of your employment history starting with your current/last employer**

**Any gaps in employment history should also be detailed and reasons provided**

(Please continue on an additional sheet if you cannot provide your full employment history in the table below)

From (mm/yy)	To (mm/yy)	School/company name and address	Job Title /brief job description	Teachers only			Salary grade/ scale	Reason for leaving
				Type (Primary/ Sec/FE)	F/T or P/T	Age range		

**Salary in last/current post**

**Notice period in current post**

**If successful, when would you be able to start**

# Education, Qualifications and Training

Birmingham Ormiston Academy may ask to see your original certificates

Please include professional qualifications, apprenticeships or government sponsored schemes and whether full time, part time or home study

Examination taken:	Date:	School, College, University:	Grade:

<b>Teachers only:</b>
Age range qualified to teach:
Subject qualified to teach:
Please list any job-related training courses/seminars you have attended in the last five years:

**Membership of Professional Bodies**

Institute Body	Grade	By Examination or Election?

Do you have any interest/hobbies?

**Supporting statement**

In addition to completing this application form, we ask that you also provide a statement below (continue on separate sheet if required) in support of your suitability for the role. This should detail how your knowledge, skills and experience will make you a suitable candidate for the post you are applying for.

## References

Please provide details of two referees. One must be your current or most recent employer.

If you are not currently working with children but have done so in the past you must provide a referee from the organisation where you were most recently employed in work with children.

In the case of applicants leaving full-time education or not having worked since doing so, the Head of School, College, University etc. should be named as one of the referees.

Referees will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired" and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Please note: It is our policy to take up references prior to interview, however, if you would prefer us not to contact your referee(s) prior to interview, please tick the box provided below.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
May we contact the above without further reference to you? YES <input type="checkbox"/> NO <input type="checkbox"/>	May we contact the above without further reference to you? YES <input type="checkbox"/> NO <input type="checkbox"/>
If your answer is no – please advise why:	If your answer is no – please advise why:

## Disclosure

Do you have any criminal convictions (include any which the penalty is “time expired” If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been subject to any disciplinary procedures: If yes, please give details:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Having a criminal conviction will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances/background of your offence. The post is exempt from the rehabilitation of Offenders Act 1974 and therefore, all convictions, cautions and bind overs including those regarded as “spent” must be declared. Successful candidates will be required to apply for an enhanced disclosure check through the Disclosure and Barring Service. Unspent convictions must be disclosed.

BOA is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### The Equality Act 2010

The Equality Act defines a person as having a disability if he/she has a physical or mental impairment which has substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities. Long-term is taken to mean a period greater than 12 months (has lasted or is likely to last).

Do you consider yourself to have a disability?  If yes, which type of disability do you or did you have?  <input type="checkbox"/> Blind/partially sighted <input type="checkbox"/> Deaf/hearing impairment <input type="checkbox"/> Physical /mobility <input type="checkbox"/> Psychological condition (e.g. anxiety, depression, OCD) <input type="checkbox"/> Cognitive / learning (e.g., Dyslexia) <input type="checkbox"/> Invisible disability e.g. diabetes, epilepsy <input type="checkbox"/> Other  If other – please specify	Yes <input type="checkbox"/> No <input type="checkbox"/>
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<p>If you have a disability, are there any arrangements which are required for interview? If yes, please provide details below:</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Do you require any equipment or support because of your disability in order to carry out the duties described in the job description for this post? If yes, please specify below:</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>

**Declaration/Data Protection Act 1998**

By signing below, I declare that all the information given on this application form is correct, complete and that I have not omitted any relevant details. I understand that canvassing a Director or employee of Birmingham Ormiston Academy will disqualify my application and any falsification of details may lead to immediate termination of employment and criminal prosecution.

I give my permission to Birmingham Ormiston Academy to retain information for the purpose of the above post, in accordance with the academy's duties to conform to the Data Protection Act 1998 and I agree to Birmingham Ormiston Academy verifying information I have provided with relevant third parties. Birmingham Ormiston Academy reserves the right to verify any information you have provided. All offers of employment are made subject to receipt of satisfactory pre-employment checks, which include an enhanced Disclosure and Barring Service check, references, medical clearance and identity checks.

**Name:**

**Date**



## Equal Opportunities Monitoring Form

BOA is committed to a policy of ensuring equality and diversity in employment for all and to take positive action to avoid discrimination.

Job applicants are considered only on their ability to do the job for which they are applying.

Information collected via recruitment monitoring helps BOA fulfil this commitment and the information you provide will help us to ensure that our recruitment procedures are fair by allowing us to identify and eliminate potential areas of discrimination.

Information provided will be treated in strict confidence and will not be seen by anyone involved in the selection process.

Name of applicant:

Position Applied for:

Date of birth:

What is your nationality:

Do you require a work permit? Yes  No

**Gender:**

Male  Female  Prefer not to say

**How would you describe your ethnic origin?**

- White British
- White - Irish
- White - other White Please specify:
- Asian or Asian British - Bangladeshi
- Asian or Asian British - Indian
- Asian or Asian British – Pakistani
- Chinese
- Asian or Asian British - other Asian Please specify:
- Black or Black British - African
- Black or Black British Caribbean
- Black or Black British – other Black Please specify:
- Dual Heritage - White and Asian
- Dual Heritage - White and Black African
- Dual Heritage – White and Black Caribbean
- Dual Heritage – other
- Not known
- Any other Please specify:
- Do not wish to complete

### Source Information

How did you first find out about this job? Please specify the source or publication.

- Time Educational Supplement – paper advert
- Time Educational Supplement – online advert
- Time Educational Supplement – Email job alert
- Hays Education website – job advert
- Hays Education consultant contact
- Other newspaper (please specify which)
- Online job board (please specify which)
- Radio Station (please specify which)
- Birmingham Ormiston Academy website
- Twitter
- Website, other (please specify which)
- Word of mouth
- Careers Event/Open Day (please specify details)
- Jobcentre Plus
- Other (please specify)