

PLEASE COMPLETE IN BLACK INK OR TYPE.

Safeguarding and protecting our children and young people from harm is central to the Academy's ethos. All staff and volunteers are expected to ensure that the children and young people are safe and cared for.

Please note that checks may be carried out to verify the contents of your application form. All staff and volunteers are expected to undertake an Enhanced DBS check.

Job title Academy  
 DfE Ref Number Where did you see this post advertised?

### PERSONAL DETAILS

Surname Forenames  
 Address Preferred title Mr / Mrs / Miss / Ms / Dr / Other  
Daytime phone no.  
Evening phone no.  
Mobile phone no.  
 Post code e-mail

If you are selected for interview, how would you like to be contacted? e-mail  Letter

### NATIONAL INSURANCE NUMBER

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### ELIGIBILITY TO WORK IN THE UK

Do you have permission to work in the UK? Yes  No

If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK:

### POSITIVE ABOUT DISABILITY

The Academy is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the recruitment criteria for appointment will be offered an interview.

If you consider that the provisions of the Equality Act 2010 apply to you, please tick here.

If you require assistance at any stage of the process, please contact the Recruiting Team, or provide details below.

### REFERENCES

Referees named on this form must be your present (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, eg the name of your Course Tutor(s)/Headteacher or a suitable professional. It is our policy to contact referees prior to interview. If you wish to be contacted prior to your references being taken up, please tick in the box.

**PRESENT (MOST RECENT) EMPLOYER**

**PREVIOUS EMPLOYER**

Name	Name
Capacity known to you	Capacity known to you
Organisation	Organisation
Address	Address
Telephone no.	Telephone no.
e-mail	e-mail

# Employment History

## CURRENT/MOST RECENT EMPLOYMENT

You do not need to repeat these details in the Previous Employment section.

Employer/LA name and address (if a school, state age range and whether Academy, Community, VC, VA, Foundation or Independent).

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Job title	Date appointed
Current salary	Scale/point
Age range taught and subject	Full-time/part-time
Main duties	

Reason for leaving \_\_\_\_\_

May we contact you at work if necessary?    Yes     No     Contact no. \_\_\_\_\_

## PREVIOUS EMPLOYMENT

Please indicate with a ✓ in the last column, your consent for additional references to be taken up at the discretion of the Authority. (This will only be done in specific circumstances)

Employer's Name and Address (Most recent first)	Job title and duties/ responsibilities (state whether full-time/part- time/supply)	Age range taught by you and subject(s)	Date From/to	Reason for leaving	✓

Please continue on separate sheet if required.

# Supporting Statement/Education

## SUPPORTING STATEMENT

Please use the space below to outline how you feel you meet the criteria outlined in the **Person Specification**. Please structure your statement as follows:

- Start with how you feel you meet the criteria of the job role – detailing any relevant skills, experience or training that you have. Please try and address each point in the Job Description and Person Specification in order. If there is not a Job Description or Person Specification please use the space below to summarise any additional information necessary to describe your vision of the role to suit the needs of the Academy.
- In separate paragraph(s), please include any other detail that you feel is relevant to your application.
- If additional space is required, please continue on a separate sheet, making it clear which Criteria on the Person Specification it relates to.

Please complete each section as fully as possible, as the information you provide will be used in assessing your application and will form part of the selection process.

Please continue on a separate sheet if required

## SCHOOL EDUCATION - QUALIFICATIONS

Dates	Name of school/awarding body	Qualification obtained	Subjects

# Education/Training/Registration

## FURTHER/HIGHER EDUCATION – QUALIFICATIONS/PROFESSIONAL MEMBERSHIPS/OTHER TRAINING

Dates	Name of college/university/ awarding body/grade of membership	Qualification obtained (e.g. Degree/Pass or Hons/ Class or Division)	Subjects/special areas of study/age range

Please continue on a separate sheet if required.

### REGISTRATION

Do you hold Qualified Teacher Status?

Yes  No

If 'yes', please give date of the award by DfE.

\_\_\_\_\_

Have you successfully completed a period of induction as a qualified teacher in this country where the DfE required this?

Yes  No

If 'yes', please give date of completion.

\_\_\_\_\_

Are you subject to any conditions or prohibitions placed on you by the DfE?

Yes  No

If 'yes', give full details \_\_\_\_\_

Are you related to, or well known to a Trustee, Councillor, Governor, or employee of the Academy?

If 'yes', please provide Name \_\_\_\_\_

Relationship \_\_\_\_\_

### REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence which is not 'protected'**

Yes  No

If you have answered yes, supply details of all convictions in a sealed envelope marked "confidential" and attach to this form. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

### DATA PROTECTION LEGISLATION

**The information you have provided will be held in compliance with the Data Protection Act 1998.**

If you have previous Local Government service or other service which counts as continuous, the Academy will seek confirmation from your last Authority of your date of employment for continuous service purposes, in the event of you being offered a post. You are deemed to have given your consent by signing this application form.

### CERTIFICATE OF INFORMATION

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory recruitment clearances including Disclosure & Barring Service where applicable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed application form to:  
recruitment@leaf.bournemouth.sch.uk

or to: HR Team  
LeAF Campus -Oak Academy  
Duck Lane, Bournemouth. BH11 9JJ