



Burnage Academy for Boys is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check.

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance, references and enhanced DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete in black ink if hand written.

POSITION APPLIED FOR	
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PERSONAL DETAILS			
Title:		First Names:	
Surname:			
Previous Name(s):			
Address:			
Postcode:		National Insurance No:	
Email address:		Date of Birth	
		Telephone number:	
Please note that if an email address is provided all correspondence to you will be via email. Please tick this box if you do not wish to receive any email correspondence in regards to this post. ☐			

For teaching posts only:

DfE registered teacher number:		Date of recognition as a qualified teacher (QTS):	
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EDUCATION AND QUALIFICATIONS – **ALL APPLICANTS TO COMPLETE**

Successful applicants will be required to provide proof of qualifications.

Please give details of Secondary and Further Education including GCSEs, 'A' Levels or equivalent vocational courses			
Dates (mm/yyyy)		Full name of School, College or other Institution	Qualifications obtained and Grade/Level
From	To		

Please give details of any Further & Higher Education and equivalent courses				
Dates (mm/yyyy)		Full name of College or other Institution	Qualifications obtained and Grade/Level	Name of Awarding Body
From	To			

Please give details of any other **professional** or **vocational** qualifications you hold that are relevant to your application.

Dates obtained	Qualifications obtained and Grade/Level	Name of Awarding Body

Other training and development relevant to your application

Subject	Provider	Dates Attended

MEMBERSHIP OF PROFESSIONAL INSTITUTES AND SOCIETIES

Institute	Level and method of membership

EMPLOYMENT HISTORY

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

PLEASE START WITH PRESENT EMPLOYER.

Present Employment			
Job Title:		Employer:	
Current Salary:		Address:	
Current Scale (if applicable):			
Employed from:		Employed to:	
Please give a brief description of current duties, responsibilities and achievements			

Previous employment				
Dates (mm/yyyy)		Name of Employer	Job Title and main responsibilities	Reason for leaving
From	To			

If there are any gaps in your employment or education history please explain them here

REFEREES

Please supply the names and contact details of two referees who can comment on your suitability for this position. One **MUST** be your current or most recent employer. (**Note:** If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. If you are a school or college leaver, then your Headteacher or Tutor's name should be given. References will not be accepted from relatives, or persons who only know you as a friend.)

Name:	
Position:	
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Telephone number:	
Email: (essential)	

Name:	
Position:	
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Telephone number:	
Email: (essential)	

Please note we will contact these referees if you are short listed for this post and seek references before interview. Also, we will seek information about any past disciplinary, investigations and/or action you may have been subject to. Please make sure you have

made reference to these in your application should they have occurred in previous employment. If you have any concerns about this please contact the Academy on 0161 432 1527 ext. 7522 to discuss the issues with the Headteacher's PA

PERSONAL STATEMENT

THE PERSON SPECIFICATION

With this application you were sent a **Job Description** and **Person Specification**. The Person Specification is very important because it lists the essential requirements of this post. **Please follow the steps below before completing this section.**

1. Study the Person Specification carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you provide.
2. Give all the information you can to show how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Give lots of evidence and real examples.
3. If sending hard copy, this evidence, which can be word processed or hand-written (both are equally acceptable), should be presented on additional sheets of white A4 paper, numbered in sequence and marked with your name. To assist with photocopying, please use black (not blue) ink, and use one side of each sheet of paper only.

Please continue on a separate sheet if necessary.

For persons who are not British or EU nationals**Eligibility to work in the UK:**

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have entitlement to work in the UK?

YES ☐

NO ☐

If you have any conditions related to your employment please give full details:

Declaration – please read carefully

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 Burnage Academy for Boys relating to the subject matter of this form, being processed by them in 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 nor 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:	
Print Name:	
Date:	

In completing this signature section in word on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete. All candidates will be required to sign and date the form if invited to attend an interview

EXEMPTION UNDER THE REHABILITATION OF OFFENDERS ACT

Application for the post of	
Employer	Burnage Academy for Boys
Location	Burnage Lane, Manchester M19 1ER

The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

PLEASE NOTE: - A signature is required even if you have nothing to declare.

This means that you must disclose all criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information may disqualify you from employment or result in your later dismissal.

Nature of convictions / reprimands / cautions / final warnings / other relevant information.

Please provide details and dates, or if none please state none below:

Do you have any outstanding cases waiting to be heard? Please tick appropriate box:

YES ☐

NO ☐

If yes please provide date and details:

Name (please print)	
Signature	
Date	

MONITORING INFORMATION

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate.

In line with the **Data Protection Act 1988**, in signing the declaration you agree to Burnage Academy for Boys disclosing information to local authority agencies for statistical purposes, this information will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for 6 months.

GENDER	
Female ☐	Male ☐

DISABILITY	
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The following definition may provide a useful framework for candidates to consider whether their condition would be considered as a disability. The Disability Discrimination Act defines disability as a ***“physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”***.

Do you consider yourself to be disabled? **YES** ☐ **NO** ☐

If you are successfully appointed every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. In the space below please provide details of anything you wish to bring to the panel's attention:

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Completed forms should be: emailed to recruitment@burnage.manchester.sch.uk

or posted to:

HR Department,
Burnage Academy for Boys,
Burnage Lane,
Manchester
M191ER

Tel: 0161-432-1527