



# Bicester Learning Academy

## Application for Employment: Support Staff Safer Recruitment and School Support

### CONFIDENTIAL

Please read the Guidance Notes above before completing this form

Post details	
Post applied for:	*
School	<input type="checkbox"/> Glory Farm Primary School <input type="checkbox"/> The Cooper School

Basic information	
Title (Mr, Mrs, etc.)	*Please select...
First name	*
Middle name	
Surname (family name)	*
All previous surnames	
Mobile phone number	
Home phone	Area code      number
Email address	HR use email to invite short-listed candidates to interview. If you do not provide an email address you will be contacted by post, if invited for interview.
House name/ number & street	*
Address Line 2	
Town	*
County	
Postcode	*
National Insurance number	

I am applying for this vacancy as a job share, working      days per week

I am qualified to work in the UK



# Bicester Learning Academy

## Supporting Statement

Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.

Please use this text field to describe your relevant skills and experience...



# Bicester Learning Academy

Current employment or occupation			
<b>Job Title</b> (or course details if currently a student)			
<b>Employer's name and address</b> (or school/ college/ university)			
<b>Current salary</b> (If part time include percentage of full time)			
<b>Date started</b> (month/ year)		<b>Date available from</b>	

Previous employment or occupation			
<p>Please give a full history, in chronological order, starting with your most recent occupation and ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record these providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. <b>If you have further periods please place on a numbered continuation sheet.</b></p>			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			
<b>Job Title</b> (or course details if currently a student)			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			



# Bicester Learning Academy

Previous employment or occupation continued			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			
<b>Job Title</b>			
<b>Employers name or activity</b>			
<b>Date started</b> (month/ year)		<b>Date left</b> (month/year)	
<b>Reason for leaving</b>			

Do you have any gaps in your employment/education history?

Yes    No

If yes, please explain the reasons for the gap(s)



# Bicester Learning Academy

Education			
<p>Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.</p> <p>If you need to add further qualifications, please put these in the <i>Supporting Statement</i> section.</p>			
Higher education			
University/College attended			
Subject			
Qualification (e.g. BA)			
Result (e.g. 2:1)			
Year from		Year to	
Secodary/further education			
School/college attended			
Year from		Year to	
<b>A levels or equivalent (i.e. IB, AP):</b>			
Subject:		Grade achieved:	
Secodary/further education continued			
<b>GCSEs or equivalent:</b>			
Subject:		Grade achieved:	



# Bicester Learning Academy

## Skills

What additional skills, hobbies or abilities do you have that you think would be useful in this role? (there is no need to add any already covered in your supporting statement)

--

## Training

Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Supporting Statement* section.

Name of course	Date completed (month/ year)

## Membership of professional bodies

Please give details of any professional bodies to which you belong. If you need to add further bodies, please put these in the *Supporting Statement* section.

Name of professional body	Level of membership	Membership number	Date of membership

I hold a full current driving licence



# Bicester Learning Academy

<b>Referees</b>			
<p>Please give details of at least two referees who can confirm that you meet the selection criteria for the post. <b>Your referees should not be related to you in any way nor writing solely as a colleague or friend.</b> If you are (or have recently been) employed, one <b>must</b> be your current or last employer.</p> <p>If you are (or have recently been) a student, one should be a senior staff member from your place of study.</p> <p>If you are not currently working with children or young people but have done so in the past, one referee should be from a senior manager in that organisation.</p> <p>Please note that we take up references for all shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview.</p>			
<b>Referees:</b>	<b>Referee 1 (Current or most recent line manager)</b>	<b>Referee 2</b>	<b>Referee 3</b>
Title	*Please select...	*Please select...	Please select...
First name	*	*	
Surname (family name)	*	*	
Organisation name and position of referee	*	*	
Address	*	*	
Postcode			
Telephone (inc. area code)			
Fax number (inc. area code)			
Email address			
May we contact this referee without further authority from you?	*Please select...	*Please select...	Please select...



# Bicester Learning Academy

Additional details	
<p>Is anyone in your household or family an employee or governor of Bicester Learning Academy?            *Please select...</p> <p>If you have answered "Yes" to the question above, please provide details:</p>	
Do you require sponsorship under the UK points based registration system?	*Please select...
If you answered "Yes" to the question above, please provide details	
Are there any restrictions on your being resident or being employed in the UK?	*Please select...
Have you lived outside the UK for more than three months in the past five years?	*Please select...
If yes, please provide details. Please specify which countries and the month and year those stays started and ended (UK employers will normally need a Police Certificate of Good Conduct from that country):	
<p>Where did you see this post advertised? (please tick).</p> <p>Website <input type="checkbox"/></p> <p>Publication <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Please provide details of where you saw this post</p>	

Convictions policy
<p>Bicester Learning Academy applies the Safer Recruitment in Education standard to all appointments.</p> <p>It is Bicester Learning Academy's policy that you declare any un-spent convictions when you are applying for a job with us. We are asking you for this information because we have a duty to balance our commitment to help ex-offenders find work with our need to protect the public and those in the school's care who are receiving it's services. The policy states clearly that only relevant convictions are taken into account.</p> <p>Because of the nature of the work for which you are applying we also need you to declare any spent convictions if they appear on the list of offences relevant to safeguarding children and vulnerable adults. This list is available at <a href="http://www.gov.uk/government/news/dbs">www.gov.uk/government/news/dbs</a>. Please check this list carefully. If your application is successful and you did not disclose any convictions or other sanctions it could result in dismissal or disciplinary action being taken against you. Any information you give will be completely confidential and will be considered only in relation to the job for which you are applying.</p>





# Bicester Learning Academy

Please note that any offer of employment will be subject to satisfactory disclosure certificate from the Disclosure and Barring Service (DBS) (previously known as CRB)

Bicester Learning Academy's policies on The Recruitment of Ex-Offenders, and the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Barring Service certificates and Disclosure Information are available on the Glory Farm Primary School and The Cooper School's recruitment webpages. Copies of these policies are also available on request.

DBS	
Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College or Teaching and Leadership)?	*Please select...
If you are registered with the DBS Update Service, please provide your registration number and the date it was originally issued	
Registration number:	
Date:	

Convictions	
Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.	*Please select...
If "Yes", please give details including the offence and the date:	
<b>Details</b>	<b>Date</b>

Prosecutions pending	
Do you have any prosecutions pending?	*Please select...
If "Yes", please give details and proposed date of hearing:	
<b>Details</b>	<b>Date of hearing</b>



# Bicester Learning Academy

Have you ever been subject to any disciplinary action in a previous position or had an allegations made against you?

Yes  No

If yes, please provide details:

Data Protection			
<p>Bicester Learning Academy will use the information you have provided on this application form, together with other information we may obtain about you, e.g. from your referees and from carrying out security or DBS checks (when such checks are relevant to the post), to assess your suitability for employment with us, for administration and management purposes and for statistical analysis. We may disclose your information to our service providers and agents for these purposes. Data will be processed in line with our Applicant Privacy Notice, which is available by contacting the Human Resources Department.</p> <p>If your application is unsuccessful, we will keep your information for 12 months in accordance with our records retention schedule, a copy of which can be requested by contacting Human Resources.</p> <p>Under the General Data Protection Regulations you have a right to make a 'subject access request' to gain access to personal information that the academy holds about you. Please contact our Data Protection Officer, turnITOn, by e-mail <a href="mailto:dpo@turniton.co.uk">dpo@turniton.co.uk</a> or by telephone 01865 597620 (option 3 - GDPR)</p> <p>I hereby give my prospective employer Bicester Learning Academy consent to use and process my personal data relating to my job application.</p>			
Signed		Date	

Declaration			
<p><b>You cannot sign this form on screen.</b> By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.</p> <p>The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document.</p>			
Signed		Date	



# Bicester Learning Academy

## Equal opportunities

Bicester Learning Academy is an equal opportunity employer and is committed to promoting equality and social inclusion. Bicester Learning Academy operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help Bicester Learning Academy monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.

This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

## Personal details

Surname (family name)	*
First name	*
Date of birth (dd/mm/yyyy)	*
Gender	*Please select...
Sexual Orientation	*Please select...
Religion and/or belief	*Please select...
Are you employed by Bicester Learning Academy?	Please select...
To which of the following groups do you consider you belong?	*Please select...

## Information for candidates with a disability

Bicester Learning Academy welcomes applications from all sectors of the community, including candidates with a disability.

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or  
Tel: 0845 604 6610

Do you consider that you have a disability?	*Please select...
If yes and you are selected for interview are there any special arrangements we should make for you?	