

# Application for Employment

<b>Post applied for:</b>		<b>Post number:</b>	
<b>Where did you see this post advertised:</b>			
Please refer to the guidance notes before completing this form. <b>Please note we do not accept CVs.</b>			
<b>Personal details</b>			
<b>Title:</b>		<b>Forename(s):</b>	
<b>Surname:</b>		<b>Preferred name:</b>	
<b>Address:</b>		<b>Postcode:</b>	
<b>Home telephone no:</b>		<b>Email address:</b>	
<b>Mobile no:</b>		<b>Work telephone no:</b>	
<b>May we call you at work? Yes/No</b>			
<b>Do you wish to apply for this post as part of a job-share arrangement? (refer to guidance) Yes/No</b>			
<b>National Insurance number:</b>			

<b>Present/most recent employment</b>	
<b>Name and address of employer:</b>	
<b>Telephone no:</b>	<b>Title of post:</b>
<b>Gross annual salary:</b>	<b>Hours worked per week:</b>
<b>If part time please also include hourly rate:</b>	
<b>Date appointed:</b>	<b>Notice required/date of termination:</b>
If you are applying for a teaching post, please complete:	<b>Teacher reference no:</b>
If you are applying for a social work position, please complete:	
<b>GSCC registration number:</b>	<b>Date obtained:</b>
<b>Summary of main duties and responsibilities:</b>	



**Education/training/qualifications/certificates**

If shortlisted you will be required to present relevant original certificates at interview, which are those that correspond to essential/desirable requirements of the post.

<b>Schools, colleges and universities attended</b>	<b>From DD/MM/YY</b>	<b>To DD/MM/YY</b>	<b>Courses taken/ examinations</b>	<b>Date passed</b>	<b>Grade</b>

**Professional qualifications**


**Additional training (including employment based training)**

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### **Experience, skills and abilities**

When completing this section, it is helpful if you quote examples of work and experiences that relate to the job description and the essential and desirable elements of the employee specification (please see guidance notes). Explain why you believe that you are a good applicant for the post. Remember to include skills and experiences outside of paid work, such as voluntary/community work or domestic activities. **Please do not attach a CV.**

## References

Please give the names and addresses of two people who have agreed to act as referees (one of who should be your present or most recent employer) that we can contact for a reference on your ability to carry out the duties of the post. Where possible this should be your supervisor/manager. References may be verified with referees. In certain circumstances references may be sought from previous employers not listed below.

As part of safer recruitment processes for people working with children or vulnerable adults we will require employment references covering the five years prior to your application. If shortlisted for interview you will be asked to provide this information at the earliest opportunity.

<b>1. Title:</b> <b>Name:</b>	<b>2. Title:</b> <b>Name:</b>
<b>Company name:</b> <b>Position held:</b>	<b>Company name:</b> <b>Position held:</b>
<b>Address:</b>	<b>Address:</b>
<b>Postcode:</b> <b>Telephone no:</b> <b>Email address:</b>	<b>Postcode:</b> <b>Telephone no:</b> <b>Email address:</b>
<b>Do you agree to this referee being contacted before the interview? Yes/No</b>	<b>Do you agree to this referee being contacted before the interview? Yes/No</b>

## Additional information

**Are you a relative or associate (eg a fellow member of a club, association or business partner) of an academy employee or governor? Yes/No**

**If yes, please give name and relationship:**

## Additional employment

**Do you intend to undertake other work in addition to this post? Yes/No**

**If yes, state weekly hours of additional work:**

## Convictions/disqualifications

The Axholme Academy is committed to making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record, the academy will consider the relevance of the conviction(s) to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining a position.

Under the Rehabilitation of Offenders Act 1974, a conviction will become 'spent' (i.e. treated as if it had never occurred) where the individual has not, after a period of time, committed another serious offence. Rehabilitation periods vary, depending on the type and length of conviction originally incurred. For example:

### Type of conviction

imprisonment for over six months but less than 30 months  
imprisonment over 30 months  
fine or sentence not covered by the Act  
conditional discharge  
probation

### Rehabilitation period

10 years  
never 'spent'  
five years  
one year  
five years

You will be informed if the post is exempt from the Rehabilitation of Offenders Act. If the post is exempt, you are not entitled to withhold information about convictions that are regarded 'spent' under the Act. If you are working with vulnerable service users, the post will be exempt from Section 4(2) of the Act. You are therefore required to give details of all convictions and cautions including 'spent' convictions. Any information that you may give will be strictly confidential and will be considered only in relation to exempted jobs for which you have applied. If you are not shortlisted the information will be destroyed.

**Do you have any convictions, including driving offences? Yes/No**  
**If yes please give details and dates:**

**Do you have any cautions/binders? Yes/No**  
**If yes please give details and dates:**

**Do you have any disqualifications from driving or performance of professional duties? Yes/No**  
**If yes please give details and dates:**

A Disclosure and Barring Service (DBS) check will be done on successful applicants for posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The information obtained will be kept strictly confidential in accordance with the code of practice issued by the DBS.

The DBS code of practice is available on the Home Office website <http://www.homeoffice.gov.uk>  
The full version of our Recruitment of Ex Offenders and Disclosure and Barring procedure can be accessed on the website at [www.northlincs.gov.uk/jobsandcareers](http://www.northlincs.gov.uk/jobsandcareers)

#### **Declaration**

I understand that canvassing employees/directors of The Axholme Academy in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post. If you have completed our online application form or are submitting a form by email you will be asked to sign and date your form if invited for interview.

**Signature:**

**Date:**

Please return your completed application form to the email address shown on the job advert.

CELEBRATING DIVERSITY

# Monitoring of Recruitment

The Axholme Academy is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability for the post, irrespective of age, disability, gender, race, religion or belief, sex, sexual orientation, marital status or for pregnancy or maternity related reasons. Please complete this section of the form, which is voluntary and will be used to monitor the effectiveness of our policies.

**This section is not used as part of the selection process**

<b>What is your sex?</b>	Male/Female/Prefer not to say
<b>Date of birth (dd/mm/yyyy)</b>	
<b>What is your ethnic background?</b>	Please state or leave blank if you would prefer not to say:
<b>Do you have a disability?</b>	Yes/No
<b>What is your sexual / gender identity?</b>	Please state or leave blank if you would prefer not to say:
<b>What is your religion or belief?</b>	Please state or leave blank if you would prefer not to say: