

The Bushey Academy

Application Form

All the information you are asked to provide in support of your application will be handled in confidence. It is important that you complete the form accurately and in full. Please word process or use black ink. Continue any section on a separate sheet if necessary.

1. Post Title:

2. Personal Details

Surname:

Preferred Title:

(Mr/Mrs/Miss/Ms/Dr/Other)

Forenames:

Home Address:

Home Telephone Number:

Postcode:

E-mail:

Work Address:

Daytime Telephone No:

Postcode:

National Insurance No:

3. Referees

All applicants are required to give the names and addresses of two persons willing to provide a reference, one of whom must be your **present or most recent employer**.

(Please Note: References of internal and external candidates will be taken up prior to interview unless there is included here a specific request to the contrary)

1. Name:
Address:

2. Name:
Address:

Tel No:

Tel No:

Fax No:

Fax No:

E-mail:

E-mail:

Post Held:

Post Held:

4. Qualifications

Please list all training and qualifications which are relevant to this post including 'A' level or equivalent, degree or equivalent, teaching training qualifications (please specify whether Cert Ed, Dip, PGCE, ATC or other) and higher degrees.

Course title and main Subject Obtained	Certificate / Qualification (if any)	Dates	Where
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5. Teaching Experience

State, in order of date, where you have been employed as a teacher. (Your present post should be included as the first entry) Please state reasons for change of Employment	Type of School (e.g. Ind. Comp. 11-16: 11-19)	Approx Role	Status (e.g. Scale, Resp Allowance) Full/part time permanent/ Acting	Nature of responsibility	From (date)	To (date)
Length of Service in Teaching:	Years:			Current Salary:	£	Per annum

6. Other Paid Work (In order of date)

From (date)	To (date)	Job Title/Role

7. Other Interests and Experiences

Please give details of any other activities or interests paid or unpaid which you feel are relevant to this post or any relevant experience and **knowledge of language** other than English.

8. Inset and Courses

(Please supply dates and details of any courses you have attended during the last three years)

Inset or Course detail	Organising Body	Qualifications (if any)

9. Teacher Status

a) Are you recognised by the DCSF as a qualified teacher in this country?

Yes No If Yes, please give date of recognition

b) Please quote DCSF number:

c) Do you require a work permit? Yes No

N.B. As required by the Asylum and Immigration Act 1996, if you are appointed, we shall check on the validity of your National Insurance Number, or that you have other evidence of your right to work in this country.

10. Finally

If we discover that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates. If such a discovery is made after you have been appointed then you will be liable to be dismissed without notice.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature:
(Note: Signature by email)

Date:

The Bushey Academy

Data Protection Information (In accordance with the Data Protection Act 1998)

The Academy will collect and holds various information about you, for example information initially obtained on the enrolment form, e-mails and information collected via software and Internet use. CCTV is also in operation around the campus and images of you may be captured. All such information is collected by the College and may be used for the following purposes:

- To ensure your health & safety
- To ensure your security and that of other staff and students and the College premises
- In relation to attendance, Internet use and the e-mail facility
- To supply references to third parties, e.g. potential employers and bank or building society references

You may request to see or receive a copy of the information the Academy Trust holds about you from time to time and to have that information amended if it is not accurate or up to date. If you wish to do so, then details will be provided in due course.

I agree to processing personal data contained in this application form and other relevant data which the College may obtain from me or other people as part of the staff recruitment procedure.

I agree to the processing of such data for any purposes described above.

Signature of Applicant:
(Note: signature by email)

Date:

The Bushey Academy
Equal Opportunities Monitoring Information

In order to help the Academy in its Equal Opportunities Policy you are asked to provide the following information. This information will only be used to monitor the College's policy. It will not affect in any way your application for the post.

In which of the following categories would you place yourself?

White – UK

White – European

White Other

Black Caribbean

Male/Female please indicate

Black African

Black Other

Do you have a disability? Yes No

Indian

Pakistani

Do you require any specialist arrangements to be made if you are selected to interview?

Bangladeshi

Chinese

Yes No

Any Other

Statement of Policy about Relevant Convictions

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the **Rehabilitation of Offenders Act, 1974**. You are required to declare any conviction or cautions you may have, even if they would otherwise be regarded as **spent** under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

The Governors will also be entitled, under arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

I confirm that I have no convictions or cautions:

Print Name:

Signed: