



## Application for Employment

If you have any queries when completing this form, please contact Knowle CE Primary Academy on 01564 776209.

*By submitting your application, the data within this application form may be shared with organisations/individuals who have a specific role to play in the recruitment process and may include organisations/individuals who are external to the academy.*

| Vacancy Details |  |               |  |
|-----------------|--|---------------|--|
| Job Title:      |  | Job Ref No:   |  |
| Applicant No:   |  | Closing Date: |  |

| Personal Details   |          |                      |                |
|--|----------|----------------------|----------------|
| Full Name:   |          |                      |                |
| Address:   |          |                      |                |
|  |          | Postcode:            |                |
| Telephone Numbers:   | Daytime: | Evening:             | Mobile Number: |
|  |          |                      |                |
| NI Number:   |          | Email address:       |                |
| Please indicate if you are happy to receive correspondence via your e-mail address, e.g. Invite to Interview Letter.   |          |                      | YES / NO       |
| Are you currently, or have you previously been, employed by this organisation?   |          |                      | YES / NO       |
| If 'Yes' please provide 'from' and 'to' dates and reasons for leaving (if applicable):   |          |                      |                |
| Date from:   |          | Date to:             |                |
| Reason for leaving (if applicable):  |          |                      |                |
| Are you related to a Councillor, Governor or employee of this organisation?  |          |                      |                |
| If 'Yes' please provide details below:   |          |                      |                |
| Name:  |          | Relationship to you: |                |
| Disability   |          |                      |                |
| <p>This academy has a commitment to improve employment opportunities for people with a disability. We have undertaken to guarantee an interview to job applicants with a disability who meet the essential requirements for the job as set out in the person specification.</p> <p>A disability is described in the Equality Act 2010 as any impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities.</p> <p>Do you wish us to consider your application under the above scheme?</p> |          |                      | YES / NO       |
| Present or Most Recent Employment  |          |                      |                |

|  |  |          |  |                |  |
|--|--|----------|--|----------------|--|
| Name and Full Postal Address of Employer:                    |  |          |  |                |  |
| Job Title:   |  |          |  | Salary:        |  |
| Date from:   |  | Date To: |  | Notice Period: |  |
| Reason for leaving:  |  |          |  |                |  |
| Please provide brief details of duties and responsibilities: |  |          |  |                |  |

### Employment History

|   |                 |
|---|-----------------|
| <p>It is essential to include details of <u>ALL</u> employment, including any breaks in employment history and the reason for the break. References may be sought from your previous employers. Please indicate if you wish to be consulted before they are approached:</p> | <p>YES / NO</p> |
|---|-----------------|

| Name/Address/Tel. No. of Employer: | Dates (From/To) | Job Title and Salary | Reason for Leaving |
|------------------------------------|-----------------|----------------------|--------------------|
|                                    |                 |                      |                    |

*Please continue on a separate sheet if necessary.*

**Relevant Qualifications and Education**

| Relevant Qualification | Result/Grade | Date Obtained |
|------------------------|--------------|---------------|
|                        |              |               |

*If you are invited to interview, you will be asked to bring your original Certificates with you.*

**Relevant Training**

| Date | Course Title | Organising Body |
|------|--------------|-----------------|
|      |              |                 |

**Membership of Relevant Professional Bodies**

| Name of Professional Body | Type of Membership | Date of Membership | Membership Number |
|---------------------------|--------------------|--------------------|-------------------|
|                           |                    |                    |                   |

**Relevant Skills and Experience**

Please demonstrate here how you meet the criteria on the person specification. You can include experience or knowledge you have gained through paid or unpaid work. This statement will be used to assess whether you will be invited to interview/assessment.

**Relevant Skills and Experience (cont.)**

## Rehabilitation of Offenders

This post involves working with children, vulnerable adults or is a position of trust and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, reprimands, final warnings and convictions, including 'spent' convictions. Please note, however, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 at the Disclosure and Barring Service website. Please note failure to disclose information (subject to the paragraph above) could result in disciplinary action or dismissal.

Have you, at any time, received, or do you have pending, a caution, reprimand, final warning or conviction (not including those subject to the amendments in the Exceptions Order 1975 (2013))?

YES / NO

If 'Yes', please give full details below:

## Declaration

I confirm that the information contained in this application is, to the best of my knowledge, correct. I understand that my application may be rejected or that I may be dismissed, without notice, for withholding or giving false information. I give my consent to the processing of data contained or referred to in this application in accordance with the Data Protection Act 2018 and subsequent legislation.

Signed:

Date:

*Our Academy has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. An enhanced DBS certificate will be required for the successful applicant.*

*Please follow this link to our Child Protection Policy for further information:*  
<https://www.knowle.solihull.sch.uk/page/?title=Policies&pid=43>

## DATA PROTECTION FAIR PROCESSING NOTICE

All information supplied on this application form may be held and used for recruitment, selection and employment related purposes. Specifically, personal information collected will be used to:

- Assess your suitability for the job applied for
- To verify the accuracy of information you provide
- Comply with relevant laws or regulations
- Check and verify your identity
- Produce and monitor equal opportunities statistics

Your application may be reviewed and held via paper form or electronically.

The information you provide may be shared with third party individuals or organisations working in partnership with recruiting organisations to assist them in the recruitment process. This could include screening and interviewing prospective employees, medical checks or background checks.

For unsuccessful candidates your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

For successful candidates, personal data captured throughout the recruitment process will be transferred to the HR and payroll system for the purpose of creating an employee record.

Under the Data Protection Legislation, you have rights as an individual which you can exercise in relation to the information we hold about you. You can read more about these rights here - <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Information about how we use your data is provided on the school website at [www.knowle.solihull.sch.uk](http://www.knowle.solihull.sch.uk)

## REFERENCES CONTACT DETAILS

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history please provide a character reference. **This should not be a friend or family member.**

As part of our commitment to safeguarding and the Department for Education's, Keeping Children Safe in Education statutory guidance (September 2022), references will only be requested once shortlisting has been completed but in good time to form part of the selection process. Any offer of employment is conditional upon receipt of all pre-employment checks, including receipt of at least two satisfactory references. Please note – by providing this information you are agreeing you have gained the consent of your referees to share their personal data with the academy.

### REFERENCE 1

|   |  |
|---|--|
| Referee name                                      |  |
| Organisation                                      |  |
| Job title   |  |
| Type of reference<br>(employer/character/other)   |  |
| E-mail  |  |
| Daytime Phone number                              |  |
| Address line 1                                    |  |
| Address line 2                                    |  |
| Post code   |  |
| Are we able to approach this<br>referee? (yes/no) |  |

### REFERENCE 2

|   |  |
|---|--|
| Referee name                                      |  |
| Organisation                                      |  |
| Job title   |  |
| Type of reference<br>(employer/character/other)   |  |
| E-mail  |  |
| Daytime Phone number                              |  |
| Address line 1                                    |  |
| Address line 2                                    |  |
| Post code   |  |
| Are we able to approach this<br>referee? (yes/no) |  |



## Recruitment Monitoring Form

This organisation is committed to equal opportunities in employment and service delivery, and the following information is, therefore, required to help us ensure that our services are accessible to all. This information will be treated as confidential and will not be viewed by the selection panel during the selection process.

| <b>Job Title:</b>                                 |  |  |  |  |                               |  |  |  |  |
|---|--|--|--|--|-------------------------------|--|--|--|--|
| <b>Applicant number:</b>                          |  |  |  |  |                               |  |  |  |  |
| <b>Job reference number:</b>                      |  |  |  |  |                               |  |  |  |  |
| Personal Details                                  |  |  |  |  |                               |  |  |  |  |
| <b>Title: <i>Mr/Mrs/Miss/Ms</i></b>               |  |  |  |  | <b>If other please state:</b> |  |  |  |  |
| <b>Initial(s):</b>                                |  |  |  | <b>First name(s):</b>                                |                               |  |  |  |  |
| <b>Last name:</b>                                 |  |  |  |  | <b>Previous surname:</b>      |  |  |  |  |
| <b>Known as:</b>                                  |  |  |  |  |                               |  |  |  |  |
| <b>Place of birth:</b>                            |  |  |  |  |                               |  |  |  |  |
| <b>Full Postal Address:</b>                       |  |  |  |  |                               |  |  |  |  |
| Advertising origin                                |  |  |  |  |                               |  |  |  |  |
| <b>Where did you hear about this vacancy?</b>     |  |  |  |  |                               |  |  |  |  |
| Gender  |  |  |  |  |                               |  |  |  |  |
| <b>Male</b>                                       |  |  |  |  | <b>Female</b>                 |  |  |  |  |
| Age   |  |  |  |  |                               |  |  |  |  |
| <b>Date of birth:</b>                             |  |  |  |  |                               |  |  |  |  |
| Ethnic Origin ( <i>Please indicate with a ✓</i> ) |  |  |  |  |                               |  |  |  |  |
| <b>I would describe my Ethnic Origin as:</b>      |  |  |  |  |                               |  |  |  |  |
| <b>WHITE</b>                                      |  |  |  | <b>Welsh/English/Scottish/Northern Irish/British</b> |                               |  |  |  |  |
|   |  |  |  | <b>Irish</b>   |                               |  |  |  |  |
|   |  |  |  | <b>Gypsy or Irish traveller</b>                      |                               |  |  |  |  |
|   |  |  |  | <b>Any other White background</b>                    |                               |  |  |  |  |
| <b>MIXED or MULTIPLE ETHNIC GROUPS</b>            |  |  |  | <b>White and Black Caribbean</b>                     |                               |  |  |  |  |
|   |  |  |  | <b>White and Black African</b>                       |                               |  |  |  |  |
|   |  |  |  | <b>White and Asian</b>                               |                               |  |  |  |  |
|   |  |  |  | <b>Any Other Mixed Background</b>                    |                               |  |  |  |  |
| <b>ASIAN OR ASIAN BRITISH</b>                     |  |  |  | <b>Indian</b>  |                               |  |  |  |  |
|   |  |  |  | <b>Pakistani</b>                                     |                               |  |  |  |  |
|   |  |  |  | <b>Bangladeshi</b>                                   |                               |  |  |  |  |
|   |  |  |  | <b>Chinese</b>                                       |                               |  |  |  |  |
|   |  |  |  | <b>Any Other Asian Background</b>                    |                               |  |  |  |  |
| <b>BLACK OR BLACK BRITISH</b>                     |  |  |  | <b>Caribbean</b>                                     |                               |  |  |  |  |
|   |  |  |  | <b>African</b>                                       |                               |  |  |  |  |
|   |  |  |  | <b>Any Other Black Background</b>                    |                               |  |  |  |  |
| <b>OTHER ETHNIC GROUP</b>                         |  |  |  | <b>Arab</b>  |                               |  |  |  |  |
|   |  |  |  | <b>Any Other Ethnic Group</b>                        |                               |  |  |  |  |
| <b>PREFER NOT TO SAY</b>                          |  |  |  |  |                               |  |  |  |  |

| <b>Disability</b>  |                   |  |
|--|-------------------|--|
| Do you consider yourself to have a disability within the terms of the Equality Act 2010? Disability in this context is defined as any physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day-to-day activities. | Yes               |  |
|  | No                |  |
|  | Prefer Not to Say |  |
| If yes, please indicate which category best describes your disability ( <i>please indicate with a ✓</i> ):   |                   |  |
| Visual Impairment (not corrected by spectacles or contact lenses)  |                   |  |
| Hearing Impairment   |                   |  |
| Learning Disability  |                   |  |
| Long standing illness or Health Condition  |                   |  |
| Mental Health Condition  |                   |  |
| Mental Illness   |                   |  |
| Mobility Impairment  |                   |  |
| Neurological Condition   |                   |  |
| Physical Co-ordination difficulties  |                   |  |
| Physical Impairment  |                   |  |
| Reduced Physical capacity  |                   |  |
| Speech Impairment  |                   |  |
| Sensory Impairment   |                   |  |
| Other  |                   |  |
| <b>Sexual Orientation (<i>Please indicate with a ✓</i>)</b>  |                   |  |
| Bisexual   |                   |  |
| Gay Woman/Lesbian  |                   |  |
| Gay Man  |                   |  |
| Heterosexual/Straight  |                   |  |
| Prefer not to say  |                   |  |
| <b>Religion or Belief (<i>Please indicate with a ✓</i>)</b>  |                   |  |
| Buddhist   |                   |  |
| Hindu  |                   |  |
| Muslim   |                   |  |
| Christian  |                   |  |
| Sikh   |                   |  |
| Jewish   |                   |  |
| Other  |                   |  |
| No religion or belief  |                   |  |
| Prefer not to say  |                   |  |