

Application FormPlease complete in **BLOCK CAPITALS**Post Title: Closing Date: **1. Personal Details**Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other First Name(s): Surname/Last Name: Address: Post Code: National Insurance N°: Tel N° (Home): Tel N° (Work): Tel N° (Mobile): Email: DCSF N°: Date of Birth: - - Are you in receipt of an Occupational Pension? ☐ Yes ☐ No**2. Educational/Technical/Professional Qualifications**

Please name any institute or professional body in full, rather than using initials

Subjects/Qualifications	Where attained	Year From	Year to	Grade

3. Details of Relevant Training Courses

Course Subject and Provider	Length of Course	Year

4. Employment History

Please give details of ALL jobs held including part-time and unpaid work, starting with your present/last employer

Employer (Name & Full Address)	Job Held	From	To	Salary/ Grade	Reason for Leaving

5. Relevant Knowledge, Experience & Skills

Please tell us how your knowledge, experience and skills meet the job requirements

6. Medical and Absence Information

How many days absence from work have you had as a result of ill health in total over the last three years? (Please tick)

☐ 0-3 days ☐ 4-10 days ☐ 11-20 days ☐ 21-29 days ☐ 30+ days

Please give details:

Please give details of any prolonged period of absence in your career:

7. References

Please give the name, address and status of two persons who can support your application and who have agreed to their names being used. Unless there are good reasons to the contrary, one of the referees should represent your present employer. Please note that if you are selected for interview, your references will automatically be taken up prior to interview. If you do not wish us to do this, please advise below stating the reason why:

Reference 1

Name: Position:
Address:
Post Code:
Telephone N°: Email:

Reference 2

Name: Position:
Address:
Post Code:
Telephone N°: Email:

I declare that the information I have given on this form is correct

Signed

Date

Applicants can normally expect to be invited for an interview within three weeks of the closing date. Otherwise they may assume that, on this occasion, their application has been unsuccessful. However, career opportunities may emerge in the future at Madeley Academy, or in one of our other family of schools: Thomas Telford School, Sandwell Academy, and Walsall Academy. If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies.

If you are unsuccessful please indicate if you wish us to hold your form on file to be considered for future similar vacancies at Madeley Academy

Yes ☐ No ☐

If you are unsuccessful please indicate if you wish to be considered for future/similar vacancies at any of the other schools within our family of schools

Yes ☐ No ☐

Declaration of Criminal Offences

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 and under the GDPR and Data Protection Act 2018 the School has a lawful basis for which to request access relating to criminal convictions through the means of an enhanced Disclosure and Barring Service (DBS) check.

As the occupant of the post you will have substantial access to children, an enhanced disclosure request will be made to the DBS authority at the point when an offer of a position is made to ascertain whether the records reveal any criminal convictions (including spent ones) relating to you. All information given will be treated in the strictest confidence and will be used for this job application only.

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity. Policies for Child Protection and the employment of ex-offenders can be found on the Academy's website.

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.

Madeley Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I confirm I have read the above statement and understand that failure to agree to an enhanced DBS check will disqualify me from appointment (Please tick box): ☐

Please tick the following statements as applicable:

- ☐ I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children
- ☐ I confirm that I am not prohibited from carrying out 'teaching work'
- ☐ I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- ☐ I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment), summary dismissal and may amount to a criminal offence
- ☐ I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information are true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information, this will result in the termination of any contract of employment offered

Signed

Date

Equal Opportunities Monitoring

To help us check that we are employing people fairly, please mark the appropriate sections below

Please note that the information provided in this section will not be passed to the shortlisting panel, and will have no bearing on the appointment decision

Please complete in BLOCK CAPITALS

Post:

Full Name (including Title):

Date of Birth:

Age – please tick as appropriate

☐ 16-18 ☐ 19-35 ☐ 36-49 ☐ 50-59 ☐ 60-65 ☐ Over 65

Ethnic Origin

Do you consider your ethnic origin to be:

White

- ☐ British
☐ Irish
☐ Any other white background

Mixed

- ☐ White & Black African
☐ White & Asian
☐ White & Black Caribbean
☐ Any other mixed background

Black

- ☐ Black British
☐ Caribbean
☐ African
☐ Any other black background

Asian

- ☐ Asian British
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background

☐ Any other ethnic group (please specify)

Do you consider yourself to have a disability? ☐ Yes ☐ No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as:

“A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”

Where did you see or hear of this job?

Please return completed Application and Monitoring Forms to:

Mrs S Davies (PA to Headteacher)
Madeley Academy, Castlefields Way, Madeley
TELFORD TF7 5FB
sdavies@madeleyacademy.com

