



## Support Staff Job Application Form

**Only fully completed forms will be considered. If any section does not apply to you, enter not applicable (n/a).**

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### 1. VACANCY DETAILS

Job title:

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### 2. PERSONAL DETAILS

First Name(s):

Middle Name:

Last Name:

Title e.g. (Mr, Mrs, Miss, Ms):

Any Previous Name/s:

Address:

Postcode:

Mobile Tel No:

Email Address:

Date of Birth:

(For identification purposes only)

Do you have the legal right to work in the UK?

Yes:

No:

Please note: Original identification documents verifying your right to work in the UK will be requested, checked and a copy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act.

Do you have a driving licence?

Yes:

No:

(As we are a multi-sited academy, it would be useful to know whether you have a driving licence. If having a driving licence is a requirement for a role, it is detailed in the advert and in the Person Specification)

Were you referred by a James Brindley employee?

Yes:

No:

If so, please provide their name and position:

(Note: You are only able to stipulate one person)

Name:

Position:

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### 3. RECRUITMENT MONITORING

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes.

**Job title:**

**GENDER**  Female  Male  Other  Not disclosed

**AGE**  18 – 23  24 – 34  35 – 44  45 – 55  56 and above

**ETHNIC ORIGIN** (Based on the 2011 Census with additional categories included)

**A. White**

British  Non-British  White - other

Any other White background, please indicate:

**B. Dual Heritage**

White/Black – Caribbean  White/Asian  White/Black – African  Black/Asian

Any other mixed background please indicate:

**C. Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background, please indicate:

**D. Black or Black British**

African  Caribbean

Any other Black background, please indicate:

**E. Other ethnic group** Please indicate:

**F. Not disclosed/Unknown**

**DISABILITY** The Equality Act 2010 defines a person as having a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes:  No:

If the above does not apply to you, however, you consider yourself to have a disability, please tick here.

**SEXUAL ORIENTATION**

Bisexual  Lesbian or Gay  Heterosexual  Other  Not Disclosed

**RELIGION**

Christian (including Catholic, C of E, Protestant and all other Christian denominations)

Buddhist  Hindu  Jewish  Muslim  Sikh

No religion  Not disclosed  Other (please specify): \_\_\_\_\_

**JOB ADVERTISEMENT** How did you first find out about this job?

Birmingham City Council Website  WMJobs.co.uk  James Brindley website  TES website

DfE Teaching Vacancies website  Linked in  Other website (please specify): \_\_\_\_\_

Word of Mouth  Agency  Printed media  Other (please specify): \_\_\_\_\_

#### 4. GENERAL INFORMATION

Are you related to any employee currently working at or connected to James Brindley Academy?

Yes:  No:  If yes, please provide details: Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you wish to job share the position you are applying for? Yes:  No:

Have you ever been dismissed from an employer for misconduct? Yes:  No:

If yes, date: \_\_\_\_\_

Name of organisation/school and LA (as applicable): \_\_\_\_\_

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with your application. (Please be assured that providing this information will not necessarily bar you from employment.)

#### 5. ARRANGEMENTS FOR INTERVIEW

If you have a disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes:  No:

If yes, please specify (e.g. ground floor venue): \_\_\_\_\_

#### 6. EDUCATION/QUALIFICATIONS (most recent first)

From		To		Secondary School/College/University, etc.	Examinations taken or to be taken	Results and Grades	Date gained
Mth	Yr	Mth	Yr				

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## 7. PRESENT AND MOST RECENT EMPLOYMENT (if any)

Job title:

Employer:

Current Salary: £

Salary expectations: £

Date Started:

Date left (if applicable):

Address:

Post code:

Notice period:

Reason/s for leaving (if applicable):

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## 8. PAST EMPLOYMENT & EXPERIENCE (most recent first)

Please complete the following, in full chronological order, starting with your most recent employment/experience. For safeguarding purposes, it is essential that all gaps in your employment history are fully accounted for so please include any breaks in employment history together with the reason for the break.

From		To		Employer	Job Title	Reason for change
Mth	Yr	Mth	Yr			

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**9. TRAINING (most recent first)**

Year	Organising body	Course title	Length of course

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**10. MEMBERSHIP**

Please indicate membership of any organisation/s relevant to this position

Name of organisation	Type of membership	Date of membership

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## 11. WRITTEN REFERENCES

Please give the name of three referees, one of whom should be your current or most recent employer. **If this employment has been within a school, this would normally be your head teacher** or appropriate line manager. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

To comply with [Keeping Children Safe in Education](#), we will seek and scrutinise references prior to interviews. Referees will be contacted to provide further clarification if needed. All information provided by referees will be compared for consistency against the information disclosed in your application form, and you will be asked about any discrepancies at interview.

Please advise if you do not want us to take up references at this stage and provide reasons.

Written references will not be accepted from relatives or people writing solely in the capacity of friends, but must be from professional sources i.e. medical and legal professionals or Ministers of religion.

Name (incl Title): \_\_\_\_\_ Position: \_\_\_\_\_  
School/Organisation: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

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Name (incl Title): \_\_\_\_\_ Position: \_\_\_\_\_  
School/Organisation: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

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Name (incl Title): \_\_\_\_\_ Position: \_\_\_\_\_  
School/Organisation: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Relationship to You: \_\_\_\_\_

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## **12. OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION**

Explain how your experience, abilities, skills and knowledge match those required for the vacancy as set out in the Person Specification. (No more than 2 sides of A4 paper in total)

**OTHER RELEVANT INFORMATION IN SUPPORT OF YOUR APPLICATION CONTINUED**



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### 13. DATA PROTECTION ACT 2018 – Details

James Brindley Academy (JBA) collect and use your personal data in accordance with the GDPR and the Data Protection Act 2018 for the purpose of recruitment.

Your information may be disclosed, as appropriate, within the academy, to Trustees, to the Local Authority, to Law Enforcement Authorities, the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

If you are unsuccessful in your application, your form will be destroyed after six months following the closing date.

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### 14. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

**Signature:**

**Print Name:**

**Date:**

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### 15. DISCLOSURE

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

IMPORTANT NOTE FOR ALL PERSONS APPLYING FOR POSITIONS IN SCHOOLS AND COLLEGES, AND OTHERS WHO WILL WORK WITH YOUNG PERSONS UNDER AGE 18

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions, cautions, warnings, reprimands and bind-overs.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children.

**Signature:**

**Print Name:**

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, please enclose full details in a sealed envelope marked 'Private and Confidential' and tick this box:

Having a criminal conviction will not necessarily bar you from employment.

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## RETURN ADDRESS

Please return electronically to [vacancies@jamesbrindley.org.uk](mailto:vacancies@jamesbrindley.org.uk)

**You will be contacted within 2-3 weeks of the closing date if your application has been shortlisted. If you have not been contacted during this time, please assume that your application has been unsuccessful.**