



Position Applied for:

Silver Birch School Application Form

Please complete this form fully. C.V.s are not accepted.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 Personal details

Last Name: First Name:

Address:

Postcode: DOB:

Home Telephone N^o: National Insurance N^o:

Daytime Telephone N^o:

Mobile Telephone N^o:

E-mail address:

Section 1 Residency Criteria

Please tick if applicable

	Yes	No
I am normally and lawfully resident in the UK and Islands (this is, including the Channel Islands and the Isle of Man), or any EU Country and have been for the last 3 years. This does not include persons with time-limited leave to remain where this does not extend to the planned end date of the proposed learning aim of study; OR		
I have not been resident in the UK but I fulfil the residency criteria and have provided the required evidence to confirm my status, please detail below.		

If 'NO', please give details of your circumstances below in order that your eligibility for participation in this programme can be confirmed:

Details of Circumstances	Evidence (Proof of Residency – Home Office Papers, Immigration and Nationality Departmental Letter, Passport etc)

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Section 2 Employment Details

Please Indicate if you are:

Employed

Not Currently in Employment

A School Leaver

Please give details of current or previous employment (School leavers please complete section 2B – Details of any work experience)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Brief description of duties:

Previous Employment

Name of Employer	Role	Brief description of role	Start Date	End Date

Section 2B: Details of any Work Experience

Summary of duties:

Section 3**Education**

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

School/College Qualifications 5 GCSE's (Grades A-C) or O Levels 5 CSE Grade 1's 1 or more A Level 2 AS Levels	Vocational (work related) Qualifications BEC General Certificate/Diploma with Credit HND/HNC/Edexcel/BTEC 1 st Diploma or Higher C&G Higher Operative or Craft/GNVQ Intermediate or Higher NVQ Level 2, 3 or 4/Access Course
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College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Section 4

Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the position – personal strengths/weaknesses/experiences. If you are or have been involved in voluntary/unpaid activities, please also include this information in

Section 5 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974? Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 6 Protecting Children and Vulnerable Adults

The following information is required as the post you are applying for has a requirement for a Criminal Records Bureau police check.

Enhanced Checks

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? Yes No

Section 7 Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 8 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who **your 2 references are**.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (job title):	<input type="text"/>	Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Telephone N°:	<input type="text"/>	Telephone N°:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

Are you willing for this referee to be approached prior to the interview? **Yes** **No**

If you are a school leaver please could you give 2 references for any work experience that you undertook, or give details of a non-family member who has known you personally for 3 years or more.

Section 9 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by Silver Birch School purely for monitoring purposes.

Position Applied For:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Section 10 Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Age Group

16-25

26-35

36-45

46-55

56-65

66-70

Over 70

Media

Please state where you saw this post advertised

Section 11 Data Protection

The information detailed in this application form may be used by Silver Birch School in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Survey and research organisations (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name):

Consent to Silver Birch School recording and processing the information detailed in this application form. I understand that this information may be used by the Silver Birch School in pursuance of its business purposes and my consent is conditional upon Silver Birch School complying with their obligations under the Data Protection Act 1998.

Section 12 Declaration

Statement to be Signed by the Applicant

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

you are returning this form by email, you will be asked to sign your application at interview.

RETURNING THIS FORM



By Hand or Post:

Silver Birch School
Shard End Community Centre
170 Packington Avenue
Shard End
Birmingham
B34 7RD

By E-Mail:

Silverbirchschoo@yahoo.co.uk

Enquiries:

Telephone: 0121 246 0250
Mobile 07970 079507