



CONFIDENTIAL

# Job Application Form

**Please complete all sections of the form using black ink or type.**

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in Human Resources. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

**NB: CVs alone will not be considered. Completed applications should be sent to:**

**Mrs M. Barclay, Principal, Padgate Academy, Insall Road, Padgate, Warrington, Cheshire. WA2 0LN**  
or e-mail [jobs@padgateacademy.co.uk](mailto:jobs@padgateacademy.co.uk)

## Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Padgate Academy in accordance with the Act.

## Title of job applied for

Title of job applied for:

Ref:

## Personal Details

Mr/Mrs/Miss/Ms/Dr

First Names:

Known as:

Surname:

NI Number:

Previous Surname(s):

Address:

Post Code:

## Telephone Numbers

Home:

Work:

Mobile:

E-mail address:

May we contact you at work?

Yes

☐

No

☐

How can we contact you?

Telephone / E-mail / Mobile

**Where did you first see the advertisement for this job?**

## References

Please provide two referees. One of these **must be** your present or most recent employer or, for students, your personal tutor or head teacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. Note – Policy requires references to be provided by current line managers for internal candidates. Please nominate who that is under present/most recent employer.

**Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.**

Present/most recent employer\*

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Role in Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method of communication:

Letter ☐ E-mail ☐

In what capacity does the referee know you?

- Employer/former employer ☐
- Colleague/former colleague or manager but the reference is given on a personal basis ☐
- Personal ☐

Previous employer/other

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Letter ☐ E-mail ☐

In what capacity does the referee know you?

- ☐ • Employer/former employer ☐
- ☐ • Colleague/former colleague or manager but the reference is given on a personal basis ☐
- ☐ • Personal ☐

If the referee knows you by a different name please state: \_\_\_\_\_

\* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box below if you do not want us to contact your present/most recent employer without your prior agreement.

Please do not contact my present/most recent employer without my prior agreement ☐

# Job Application Form

<b>Title of job applied for:</b>	<b>Ref:</b>
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<b>Name:</b>
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<b>Current/Most Recent Appointment</b>	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

<b>Main Responsibilities</b>

<b>Job related training</b>
Brief details and dates of any training courses attended, excluding further education.          

<b>Current memberships of institutions/professional bodies</b>
Please state level of membership, i.e. Graduate, Fellow, and membership number.          

**Employment History**

(Most recent first)

Name of Employer, type of  
Business and job title

Dates

Duties and reason for leaving

**Relationship to employees**

If you have any personal relationship to any employee of Padgate Academy, please give their name and relationship. This does not stop an employee giving a reference. (Any approach to employees to influence a selection decision will disqualify you).

If Employee: Name

Relationship

Their present job

**Education and training**

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education (name and town of school)	Dates from / to	Qualifications gained or for which you are studying	Grade attained
Education and training after school (name and town of college/university)			

**Other Information**

Additional skills e.g. languages, sign language, keyboard skills.

Do you have a valid driving licence?    Yes   ☐    No   ☐

If yes, please state type of licence \_\_\_\_\_

Does your licence have any endorsements or penalty points?    Yes   ☐    No   ☐

If yes, please give details \_\_\_\_\_

## Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

**Activities and interests away from work which may be relevant to the job applied for.**

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and, to do this, we need to know the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

**The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:**

**Date of birth:**

**Age:**

**Nationality:**

**Sex:**

Male ☐

Female ☐

**What is your religious belief?**

Christian ☐

Buddhist ☐

Hindu ☐

Jewish ☐

Muslim ☐

Sikh ☐

No religion ☐

Other \_\_\_\_\_

**Marital status:**

Married ☐

Not married ☐

Other \_\_\_\_\_

**Sexual Orientation:**

Heterosexual ☐

Gay ☐

Lesbian ☐

Bisexual ☐

Other ☐

**Ethnic Origin:** How would you describe your ethnic origin?

**White**

English, Scottish, Welsh, Northern Irish ☐

Irish (Republic of) ☐

Any other White background (please state)

**Mixed**

White and Black Caribbean ☐

White and Black African ☐

White and Asian ☐

Any other Mixed background (please state)

**Asian or Asian British**

Indian ☐

Pakistani ☐

Bangladeshi ☐

Any other Asian background (please state)

**Black or Black British**

Caribbean ☐

African ☐

Any other Black background (please state)

**Chinese or other Ethnic group**

Chinese ☐

Any Other background (please state)

## Disability

The Equality Act 2010 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition of disability in the Act is "a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

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

## The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any criminal convictions whether spent or unspent? Yes ☐ No ☐

If 'Yes' please give further information:

If you do not disclose any conviction you have it could lead to your application being rejected or, if you are appointed, may lead later to your dismissal. If, between the completion of this application form and taking up a job within Padgate Academy if you are convicted of a criminal offence you must inform the Academy of this.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### Disclosure & Barring

Successful applicants will be asked to apply for a DBS Disclosure from the Disclosure & Barring Service.

A copy of the Disclosure & Barring Service Code of Practice is available on request.

Further information about the Disclosure process can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

**Signed**

**Date**