



KING EDWARD VI ASTON SCHOOL

In pursuit of educational excellence for all

Frederick Road, Aston, Birmingham B6 6DJ

APPLICATION FOR EMPLOYMENT

Please complete this form in black ink using block letters or type.

Position applied for:

Available to take up employment (date):

1. PERSONAL DETAILS

Title:

Surname:

Forenames:

Address:

Postcode:

DfES number (if applicable)

Telephone nos : Home:

Mobile:

Email:

National Insurance number:

Car owner YES/NO

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

GENERAL INFORMATION

Are you related to or do you have a close relationship with an employee or a Governor of King Edward VI Aston School?

If yes, please provide details:

Name:

Relationship:

Position:

2. PRESENT OR MOST RECENT EMPLOYER

Name of company:	
Address:	
Postcode:	
Starting Date:	Present salary/grade:
Leaving Date (if applicable):	Job Title:
Duties/responsibilities:	

3. SECONDARY EDUCATION

Schools attended from age 11	Dates		Qualifications gained		
	From	To	Subject	Level	Date

4. FURTHER TRAINING

Name of College or university	Dates		Qualifications gained		
	From	To	Title and Subject	Class/Level	Date

5. OTHER TRAINING AND PROFESSIONAL QUALIFICATIONS

Professional Body/Course	Membership grade/Qualification	Date

6. PREVIOUS APPOINTMENTS (with dates, in reverse chronological order, please)

Name of establishment	Dates		Main responsibilities
	From	To	

7. RECREATIONS, SPECIAL INTERESTS AND OTHER RELEVANT INFORMATION
(continue on a separate sheet if necessary)

8. PLEASE USE THIS SPACE TO PROVIDE FURTHER INFORMATION TO SUPPORT YOUR APPLICATION (continue on a separate sheet if necessary)

9. HEALTH (a successful candidate will be required to complete a Health History Form and may be required to attend a medical examination)

Are you in good health? Yes No

Are there any disabilities which may affect your application? Yes No

Please describe below any disabilities and include any reasonable adjustments which you feel should be made to:

- a) The recruitment process to assist you in your application for this post *and*
- b) the job itself which would enable you to carry out your duties

10. CRIMINAL RECORD

Have you ever been convicted of a criminal offence? Yes No

If 'yes' please describe

.....

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.

11. OTHER EMPLOYMENT

If offered this position will you continue to work in any other capacity? Yes No

If 'yes' please give details

.....
.....
.....

12. REFERENCES

Please give names, addresses and positions of two persons, including present or most recent employer, to whom confidential reference may be made.

1. Name	2. Name
Company:	Company:
Address	Address
Postcode	Postcode
e.mail address:	e.mail address:
Daytime telephone no.	Daytime telephone no.
Relationship	Relationship

13. RECRUITMENT POLICY – It is the Governors’ policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person of race, colour, sexual orientation, age, religion or belief, marital status or disability.

14. DATA PROTECTION ACT 1998 – Consent and Certification of Details

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees.

The information may be disclosed, as appropriate, to governors of the school, to Occupational Health, 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.

I, _____ (print name)

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

Application forms of unsuccessful candidates will be destroyed after six months following a successful appointment to the job.

15. CONFIRMATION OF DETAILS

I hereby certify that all the information given on this form:

- Is, to the best of my knowledge, correct and that all questions related to me have been accurately and fully answered
- 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.
- I confirm that I am not on List 99 or otherwise disqualified from working with children.

- I further authorise the Governors to obtain references to support this application and release the Governors and referees from any liability caused by giving and receiving information.
- I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984.

Signature:

Date:

Print Name:

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

RETURN ADDRESS

Please return this completed form to:

Mrs W Causer
 Administration Business Manager
 King Edward VI Aston School
 Frederick Road
 Aston
 Birmingham
 B6 6DJ

Or e-mail to: vacancies@keaston.bham.sch.uk

For School Use Only:

For official use only	Acknowledged
	Interview date
	Date notified