



Shortlisted Interviewed Appointed

Post title:

Personal details

Title: Mr. Mrs Ms Miss

NI number:

Surname:

DCSF number:
(teachers only)

First name(s):

Home address:

Telephone
(Home):

Telephone
(Work):

Mobile:

Email address:

Postcode:

If necessary, can we contact you on your work telephone number? Yes No

References

Please provide the names of **two** referees. One referee should be your present or most recent employer, the other a previous employer. References will be requested after the shortlisting process, before an offer of employment has been made in writing.

Name:

Name:

Job title:

Job title:

Company:

Company:

Address:

Address:

Telephone:

Telephone:

Email:

Email:

Relationship:

Relationship:

I hereby authorise the academy to take up references from my present employer, previous employer(s) or those submitted as personal referees, once an invitation for interview has been confirmed. In addition, I hereby authorise the academy to take up other reference checks as you may deem appropriate.

Signed:

Dated:

Where did you see this post advertised?
If seen on the internet, please specify website

Are you related to, or the partner of, any member or employee of the academy?
If yes, please give details (failure to disclose such information will disqualify the candidate concerned)

Yes No

Education and qualifications

Please give details of your education and qualifications (*most recent first*).

Dates		University, College, School etc.	Subject(s) studied	Qualifications / Certificates / Grades
From	To			

Work related or professional qualifications (PGCE, GTP, NPQH etc.)

Please give details of your professional qualifications (*most recent first*).

Dates		Name of association / institute / qualification	Level or grade of membership
From	To		

Relevant training

Please give details of any training you have received (*most recent first*).

Dates		Title of course	Details
From	To		

I hereby authorise the academy to carry out checks on all and any of my qualifications from any establishment or employer.

Signed: _____

Dated: _____

Present or most recent employment

Present post:

Name of employer:

Employer address:

Postcode:

Reason for leaving/
wishing to leave:

Date commenced:

Current grade:

Salary amount:

Is your present post your sole,
regular employer?

Yes

No

If NO, please name your other
employers:

Notice required /
Date left (if applicable):

Outline of main duties:

Previous employment

Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment.

Dates		Employer	Post title / Main duties	Reason for leaving
From	To			

Supporting statement

Please use this section to support your application.

Right to live and work in the UK

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

Yes No

Is this subject to having a work permit?

Yes No

You will need to produce photo identification and proof of the above if you are called to interview

Disabilities

Do you have a disability as defined by the Disability Discrimination Act 1995?

Yes No

If Yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job.

Convictions, Data Protection and Declaration

COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

If you are shortlisted you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Under the Criminal Justice & Courts Services Act 2000.

PROHIBITION FROM TEACHING

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

DATA PROTECTION ACT 1998

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process. When the recruitment process is completed, the form will be stored for a maximum of six months then destroyed. If you are employed as a result of this recruitment process then this application form will be retained as part of your personnel record.

NOTES

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signed:

Dated:

Equal opportunities recruitment monitoring form

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The academy is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the HR Department, The City Academy Hackney, Homerton Row, London, E9 6EA and we will look into the points that you raise.

Thank you for completing this form. We wish you success with your application.

1. I consider my gender to be: <div style="display: flex; justify-content: space-around; margin-left: 100px;"> Male <input type="checkbox"/> Female <input type="checkbox"/> </div>	2. I consider myself to have a disability: <div style="display: flex; justify-content: space-around; margin-left: 100px;"> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>												
3. I would consider my racial or cultural origin as: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top; padding: 5px;"> a. Asian Asian - Bangladeshi <input type="checkbox"/> Asian - British <input type="checkbox"/> Asian - Indian <input type="checkbox"/> Asian - Pakistani <input type="checkbox"/> Other Asian background <input type="checkbox"/> <i>Please specify:</i> </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> b. Black Black - African <input type="checkbox"/> Black - British <input type="checkbox"/> Black - Caribbean <input type="checkbox"/> Other Black background <input type="checkbox"/> <i>Please specify:</i> </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> c. Chinese Chinese <input type="checkbox"/> Irish <input type="checkbox"/> </td> <td style="width: 25%; vertical-align: top; padding: 5px;"> e. Mixed Asian & white <input type="checkbox"/> Black & white <input type="checkbox"/> Other Mixed background <input type="checkbox"/> <i>Please specify:</i> </td> </tr> <tr> <td style="vertical-align: top; padding: 5px;"> f. White White - British <input type="checkbox"/> White - European Union <input type="checkbox"/> Other White background <input type="checkbox"/> <i>Please specify:</i> </td> <td style="vertical-align: top; padding: 5px;"> g. Other ethnic group Please specify: <input type="checkbox"/> </td> <td colspan="2"></td> </tr> </table>		a. Asian Asian - Bangladeshi <input type="checkbox"/> Asian - British <input type="checkbox"/> Asian - Indian <input type="checkbox"/> Asian - Pakistani <input type="checkbox"/> Other Asian background <input type="checkbox"/> <i>Please specify:</i>	b. Black Black - African <input type="checkbox"/> Black - British <input type="checkbox"/> Black - Caribbean <input type="checkbox"/> Other Black background <input type="checkbox"/> <i>Please specify:</i>	c. Chinese Chinese <input type="checkbox"/> Irish <input type="checkbox"/>	e. Mixed Asian & white <input type="checkbox"/> Black & white <input type="checkbox"/> Other Mixed background <input type="checkbox"/> <i>Please specify:</i>	f. White White - British <input type="checkbox"/> White - European Union <input type="checkbox"/> Other White background <input type="checkbox"/> <i>Please specify:</i>	g. Other ethnic group Please specify: <input type="checkbox"/>						
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4. I am aged: years months	Date of birth: (DD/MM/YY) / /												
5. How did you hear about the vacancy for which you have applied? <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Academy website <input type="checkbox"/></td> <td style="width: 25%;">Evening Standard <input type="checkbox"/></td> <td style="width: 25%;">National Press <input type="checkbox"/></td> <td style="width: 25%;">jobs.tes.co.uk <input type="checkbox"/></td> </tr> <tr> <td>Job Centre Plus <input type="checkbox"/></td> <td>Professional Journal <input type="checkbox"/></td> <td>Other website <input type="checkbox"/></td> <td>Friend or relative <input type="checkbox"/></td> </tr> <tr> <td>Other (please specify) <input type="checkbox"/></td> <td colspan="3"></td> </tr> </table>		Academy website <input type="checkbox"/>	Evening Standard <input type="checkbox"/>	National Press <input type="checkbox"/>	jobs.tes.co.uk <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/>	Professional Journal <input type="checkbox"/>	Other website <input type="checkbox"/>	Friend or relative <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>			
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Other (please specify) <input type="checkbox"/>													
6. I am a member or follower of the following religious group: <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">a. None / no religion <input type="checkbox"/></td> <td style="width: 25%;">b. Buddhist <input type="checkbox"/></td> <td style="width: 25%;">c. Christian <input type="checkbox"/></td> <td style="width: 25%;">d. Hindu <input type="checkbox"/></td> </tr> <tr> <td>e. Jewish <input type="checkbox"/></td> <td>f. Muslim <input type="checkbox"/></td> <td>g. Sikh <input type="checkbox"/></td> <td>h. Other (please specify) <input type="checkbox"/></td> </tr> </table>		a. None / no religion <input type="checkbox"/>	b. Buddhist <input type="checkbox"/>	c. Christian <input type="checkbox"/>	d. Hindu <input type="checkbox"/>	e. Jewish <input type="checkbox"/>	f. Muslim <input type="checkbox"/>	g. Sikh <input type="checkbox"/>	h. Other (please specify) <input type="checkbox"/>				
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I hereby give consent to The City Academy, Hackney processing the information given above in accordance with the purposes stated.													
Signed: _____	Date: _____												

Please forward your completed application form to applications@thecityacademy.org using the post title in the subject line of your email.

Please note, you may receive an automated confirmation email even if your application is submitted after the deadline. Late submissions will not be considered. Thank you for applying for a post at The City Academy, Hackney.

