

Confidential

Non-Teaching Application Form

Application No: _____

Please note that CV's cannot be accepted
 Please complete **all** sections of this form as appropriate in **Black Ink**

Please return the completed form to:

<p>Ocker Hill Academy</p> <p>Gospel Oak Road</p> <p>Tipton</p> <p>West Midlands</p> <p>DY4 0DS</p>

Job Title: _____

Reference Number: _____

Closing Date: _____

Personal Details

Title:	Mobile Telephone:
First Name(s):	Email Address:
Last Name:	Date of Birth:
Former Name(s)	NI Number:
Home Address:	Details of person to contact in an emergency – Name & Address:
Postcode:	Postcode:
Home Telephone: Work Telephone:	Relationship: Telephone:

Education, Qualifications and Training

Secondary/Further Education

Date (Month/Year)		School/Academy/College/University (Name and Address)	Examination Results (Subject, Level, Grade)
From	To		

Academic/Professional

Date (Month/Year)		College/University (Name and Address)	Examination Results (Subject, Level, Grade)
From	To		

Relevant Training (including short, in-service training)

Date (Month/Year)		College/University/Training Provider (Name and Address)	Course Title / Results
From	To		

Other Qualifications, Membership of Professional Bodies

--

Experience

Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 16, or since leaving full time education.

Current Job/ Post Title:	
Name and address of employer:	
Postcode:	
Salary/ Wage	Grade/ Scale
How long have/ did you work(ed) there?	Do you still work there? Y / N
From:	To: Number of Years:
If you are still employed, period of notice required:	
If you are no longer employed there, reason for leaving:	
Briefly describe your duties:	

Date (Month/Year) From: To:	Employers Name and Address or your activity if you are/were not employed	Position Held	Reason for Leaving Or Break in Employment

Supporting Information

Please use this page to outline any other information that may help your application. Continue on a separate sheet if necessary.
Please continue on a separate sheet if necessary.

References

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer.

If you are known to your referee/s by a former name please supply the name by which you were known. Your referee should have direct knowledge of your professional capacities and performance.

We reserve the right to take up references with any previous employer.

Your current employer will be asked to provide a reference, in which details of the following will be asked

- (i) any disciplinary action taken relating to any offence against children or disadvantaged adults, including any in which the penalty has expired
- (ii) whether you have been the subject of any child protection concerns and any outcomes from this.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Occupation:	Occupation:

May we contact your current employer at this stage without further reference to you?

Yes _____

No _____

Declaration

Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, Ocker Hill Academy requires new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK

Safeguarding Vulnerable Groups Act (2006)

Ocker Hill Academy is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure & Barring Service from working with or applying to work with children or included on the DBS Children's Barred List

Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013)

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered 'spent' under the terms of the Act. However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any relevant previous criminal background. We will provide more information on protected offences at that stage.

If you are the successful applicant you will be required to have an Enhanced Disclosure & Barring Service disclosure & we will also check the DBS barred list (children). Failure to complete this form will result in your application not proceeding any further. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

I agree that the appropriate enquiry may be made to the Disclosure & Barring Service

Data Protection Act 2018

The information provided by you on this form as an applicant will be stored securely either on paper or electronically in accordance with our obligations under the Data Protection Act 2018 and General Data Protection Regulation. The information provided will be processed solely for the purpose of recruitment and any other activity relating to this recruitment. For more information in relation to how we process your personal data, please see our privacy policy or contact us for more information on 0121 556 0445.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing system and to be shared with other 3rd Party Processors for the purpose of this recruitment in accordance with Data Protection 2018.

Disclosure

A candidate for any appointment with Ocker Hill Academy must state below any known relationship to any member of the academy, governing body/ board of trustees or related to an employee of Ocker Hill Academy when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to any member of the Governing Body/ Board of Trustees or existing employees of Ocker Hill Academy? Yes
No

If YES, give details:

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DIMISSAL.

Signed:

Date:

BY SUBMITTING THIS FORM ONLINE, I AGREE THAT THIS IS EQUIVALENT TO ME SIGNING THE DECLARATION.

Equal Opportunity and Employment

We seek a workforce which reflects the community we serve. We welcome applications from those groups which are under-represented on our staff. Applicants for jobs are judged on their skills and suitability for the vacancy.

To ensure this policy is carried out effectively, we ask all applicants to provide the information requested on this page. It will be used only for administrative and monitoring purposes and will be confidential and not used to discriminate in favour or against any individual applicant.

Ethnicity

White	English	1	<input type="checkbox"/>
	Scottish	2	<input type="checkbox"/>
	Welsh	3	<input type="checkbox"/>
	Irish	4	<input type="checkbox"/>
	Any other white	5	<input type="checkbox"/>
Mixed	White & Black Caribbean	6	<input type="checkbox"/>
	White & Black African	7	<input type="checkbox"/>
	White & Asian	8	<input type="checkbox"/>
	Any other mixed	9	<input type="checkbox"/>
Asian or Asian British	Indian	10	<input type="checkbox"/>
	Pakistani	11	<input type="checkbox"/>
	Bangladeshi	12	<input type="checkbox"/>
	Kashmiri	13	<input type="checkbox"/>
	Any other Asian	14	<input type="checkbox"/>
Black or Black British	Caribbean		<input type="checkbox"/>
	African	15	<input type="checkbox"/>
	Any other black	16	<input type="checkbox"/>
Other Ethnic Groups	Chinese	17	<input type="checkbox"/>
	Any other ethnic group	18	<input type="checkbox"/>
		19	<input type="checkbox"/>

Please Note: These categories have been recommended to the employers by the Commission for Racial Equality and are being collected to assist us to monitor the effects of its equal rights policy and to meet the requirements of the Race Relations (Amendment) Act 2000.

<p>I am: Female <input type="checkbox"/> Male <input type="checkbox"/></p> <p>Date of birth:</p>
<p>Job Sharing</p> <p>If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:</p> <p>Full time <input type="checkbox"/></p> <p>Job share <input type="checkbox"/></p> <p>Either <input type="checkbox"/></p> <p>If you would like to job share this post but are unsure as to whether this is possible please contact the academy.</p>

Do you have any specific requirements to enable you to attend an interview?

Please tick. If you answer YES, please give brief details

No Yes (Details):

Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.

Please check that all sections of this form have been completed and if returning by post, that you have signed the declaration on the bottom of page 7.