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| **APPLICATION FOR A SUPPORT POSITION** |
| **Position Applied For:** |  |

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| **Name:** |  |

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| **Where did you hear about this vacancy?**  |  |

**FOR OFFICE USE**

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| **Date Received:** |  |

***Completed application forms should be returned to:***

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| **recruitment@bedeacademy.org.uk**~**You can also return your application form by post to:****Recruitment,****Bede Academy, Sixth Avenue, Blyth, Northumberland, NE24 2SY** |

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

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| Bede Academy is an organisation where all employees are in a position of trust with children and young people. We must therefore obtain an Enhanced Disclosure and Barring Service (DBS) Disclosure for all staff appointed to the Foundation. Bede Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. A copy of the DBS Code of Practice is available on request.We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  |

**GUIDANCE NOTES**

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| Please complete ALL sections of the application form.You may wish to continue some of your answers on a separate sheet. Please make sure any additional sheets have your name on them and which section they relate to.A CV may be submitted to supplement your application but not be accepted in replacement of a completed application form. |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname:**  | **First Names(s):** | **Title:** |
|  |  |  |
| **Former Surname: (if applicable)** |  |
| **Address: (including Postcode)** | **Contact Telephone Numbers:** |
|  | **Home:** |  |
| **Work:** |  |
| **Mobile:** |  |
| **Date of Birth:** |  | **National Insurance Number:** |  |
| **Email Address:** |  |
| **Do you need permission to work in the UK?** | **YES / NO** |

**PRESENT / MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Employer:** |  |
| **Job Title:** |  |
| **Address: (including Postcode)** | **Date appointed:** |  |
|  | **Current / Latest Salary:**  |  |
| **Notice Period Required:** |  |
| **Date Left if applicable:** |  |
| **Contact Name:** |  | **Contact Telephone Number:** |  |
| **Please provide a brief outline of the duties held in this role:** |
|  |

**MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date obtained:** | **Name of Body / Qualification:** | **Class / Grade of Membership:** |
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**EDUCATION, TRAINING AND QUALIFICATIONS**

*Please give full details of all qualifications you have obtained from school, college and university, starting with the most recent first.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of School / College / University:** | **Dates Attended: (From/To)** | **Subject:** | **Qualifications: (including grades / class of diploma, degrees etc.)** | **Dates Obtained:** |
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**WORK RELATED COURSES / TRAINING/ PROFESSIONAL DEVELOPMENT**

*Please give details of any training/ professional development you have completed which is relevant to this post.*

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| **Date Attended:** | **Length of Course:**  | **Organising Body:** | **Course Title / Subject:** |
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**PREVIOUS EMPLOYMENT**

*Please give full details of your employment history, starting with the most recent first (including all part time and voluntary posts).*

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| **Dates: (From & To)** | **Job Title:** | **Employer Name, Address & Tel No:** | **Salary:** | **Brief Outline of Duties (including whether this was full or part time or voluntary work:** | **Reason for leaving:** |
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**MOTIVATION & SUITABILITY FOR THE POST**

*Please give a detailed statement which may be followed up at interview, regarding your motivation and suitability for the position as advertised. This should include:*

1. *why you have applied for this post;*
2. *examples of how you can demonstrate you meet the requirements of the role;*

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**ETHOS & CORE VALUES**

*Please indicate the contribution you would make towards promoting the Academy’s Ethos and Core Values.*

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**INTERESTS AND LEISURE ACTIVITIES** *(including any relevant qualifications)*

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**CANDIDATES WITH DISABILITIES**

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| **Do you consider yourself to have a disability?** | YES / NO |
| **Do you require any special arrangements if shortlisted for interview?** | YES / NO |

**REFEREES**

*Please give names, addresses, telephone numbers and email addresses for 3 people who may be contacted without further notice. One should be your current employer and one other who can also speak of your career, competencies and suitability to work with children and young people. The third should be someone who can speak of you in a more personal context.*

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| **Title (e.g. Mr, Mrs, Miss)** |  |  |  |
| **Name:** |  |  |  |
| **Position:** |  |  |  |
| **Organisation:** |  |  |  |
| **Address:** |  |  |  |
| **Tel:** |  |  |  |
| **Email:** |  |  |  |

**DECLARATION**

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| I declare that, to the best of my knowledge, the information submitted in this application is accurate. By signing this declaration you are giving consent for the information provided to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. |
| **SIGNED:** |  | **DATED:** |  |
| **PRINTED:** |  |

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| **ESF DISCLOSURE OF CRIMINAL CONVICTIONS FORM** |

*This document must be completed and returned with your application form.*

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| **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.*Car parking or speeding offences may be discounted.All information will be treated in the strictest confidence. |
| Have you ever been convicted of a criminal offence?*(Please place an X in the relevant box)* | **YES** |  | **NO** |  |
| If **YES**, please give details of any criminal offence for which you have been convicted including type of offence, date of conviction and subsequent sentence. |

**DECLARATION**

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| I declare that the above response is, to the best of my knowledge, correct. |
| **Signed:** |  | **Dated:** |  |
| **Printed:** |  |

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| **EQUAL OPPORTUNITIES MONITORING FORM** |

*This document must be completed and returned with the Application Form*

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| Bede Academy is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. |

**PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE**

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| **Gender:** |
| (a) | Male |  | (b) | Female |  |

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| **Age:** |
| (a) | 16 – 25 |  | (b) | 26 – 35 |  | (c) | 36 – 45 |  |
| (d) | 46 – 55 |  | (e) | 56 + |  | (f) | Prefer not to say |  |

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| **Do you consider yourself to have a disability?** |
| Yes |  | No |  | Prefer not to say |  |

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| **Please indicate whether the post is: (tick all that apply)** |
| (a) | Full-time |  | (b) | Part-time |  | (c) | Term-time Only |  |
| (d) | Casual / Supply |  | (e) | Job Share |  | (f) | Fixed Term / Temp |  |
| (g) | Other (please state) |  |  |  |  |  |  |  |

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| **Where / how did you hear about this vacancy?** |
| (a) | Local Press |  | (b) | TES Paper |  | (c) | TES Website |  |
| (d) | ESF Website  |  | (e) | Job Centre |  | (f) | University / College |  |
| (g) | Internal Applicant |  | (h) | Other (please state) |  |  |  |  |

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| **Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.** |
| **(a)** | **WHITE** |  | **(d)** | **BLACK OR BLACK BRITISH** |
|  | British |  |  | Caribbean |  |
|  | Irish |  |  | African |  |
|  | Any other white background |  |  | Any other black background |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
| **(b)** | **MIXED** |  | **(e)** | **CHINESE OR OTHER ETHNIC GROUP** |
|  | White & Black Caribbean |  |  | Chinese |  |
|  | White & Black African |  |  | Other Ethnic Group |  |
|  | White & Asian |  |  |  |  |
|  | Any other mixed background |  |  |  |  |
|  |  |  | **(f)** | Prefer not to say |  |
|  |  |  |  |  |  |
| **(c)** | **ASIAN OR ASIAN BRITISH** |  |  |  |  |
|  | Indian |  |  |  |  |
|  | Pakistani |  |  |  |  |
|  | Bangladeshi |  |  |  |  |
|  | Any other Asian background |  |  |  |  |
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| **Please indicate your religious background:** |
| Buddhist |  |  | Christian |  |
| Hindu |  |  | Jewish |  |
| Muslim |  |  | Prefer not to say |  |
| No religious background |  |  | Other (please state below) |  |
|  |  |  |  |  |