**APPLICATION FOR EMPLOYMENT**

The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The University of Birmingham School is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependents, religion, trade union activity and age.

Please complete **all sections** on the form and upload the completed application form to the TES Hirewire System. Only information provided on this form will be used to shortlist your application.

Please also complete the separate Equality Details Form and return via email to Anna Cosimetti ([equality@uobschool.org.uk](mailto:equality@uobschool.org.uk?subject=Private%20and%20Confidential:%20Equality%20Details%20Form)), PA to the Principal, with a clear header marked:

Private and Confidential: Equality Details, [Insert Position Applied for]

**It is important that you refer to the Candidate Pack before completing this form.**

|  |  |
| --- | --- |
| **1 VACANCY DETAILS** | |
| Position Applied for: |  |
| Available to take up employment (dates): |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2 PERSONAL DETAILS** | | | |
| First Name |  | Surname |  |
| Former Name |  | Preferred Title |  |
| Home Telephone Number |  | E-Mail Address |  |
| Mobile Telephone Number |  | Street |  |
| House Number/Name |  | Postcode |  |
| Town/City |  | Current Driving Licence | Yes/No |
| Are you eligible to work in the UK ?Do | Yes/No | Date of Birth |  |
| National Insurance Number (if you have one) | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3 CURRENT POSITION** | | | | |
| Employers Name |  | | | |
| From (mm/yr) |  | Current Salary | | **£** |
| Job Title | | |  | |
| Responsibilities: | | | | |

|  |  |
| --- | --- |
| **4 APPLICANTS IN RECEIPT OF A PENSION** | |
| Are you in receipt of a Local Government Pension? | Yes/No |
| If yes, what date did it take effect and the type of pension you are receiving (e.g. Actuarially Reduced Benefits, Premature Retirement, Ill Health). |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5 REFERENCES**  Please give the names of two referees (one of whom should be your current or most recent employer). | | | |
| **Name** |  | **Name** |  |
| **House Name/Number** |  | **House Name/Number** |  |
| **Street** |  | **Street** |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone Number** |  | **Telephone Number** |  |
| **E-Mail Address** |  | **E-Mail Address** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |
| If you do not wish an approach  to be made to the referee at this  stage please tick the box opposite |  | If you do not wish an approach  to be made to the referee at this  stage please tick the box opposite |  |

|  |
| --- |
| **6 ARRANGEMENTS FOR INTERVIEW** |
| If you have any disability, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? If Yes, please specify (e.g. ground floor venue, sign language, interpreter, audioloop etc.) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **7 EDUCATION/QUALIFICATION (including overseas)**  Please start with secondary education | | | | | |
| Name of School/College  Age 1 | Dates (mm/yyyy) | | **GCSE/Other Qualifications = please specify** | | |
| From | To | Subject | Grade | Date (mm/yyyy) |
|  |  |  | Art |  |  |
| Biology |  |  |
| Chemistry |  |  |
| Computing |  |  |
| Design Technology |  |  |
| Geography |  |  |
| History |  |  |
| ICT |  |  |
| Mathematics |  |  |
| Music |  |  |
| Physics |  |  |
| Physical Education |  |  |
| Religious Education |  |  |
| Core Science |  |  |
| Additional Science |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of School/College  Age 1 | Dates(mm/yyyy) | | **A Level/Other Qualifications – please specify** | | |
| From | To | Subject | Grade | Date (mm/yyyy) |
|  |  |  | Art |  |  |
| Biology |  |  |
| Chemistry |  |  |
| Computing |  |  |
| Design Technology |  |  |
| Geography |  |  |
| History |  |  |
| ICT |  |  |
| Mathematics |  |  |
| Music |  |  |
| Physics |  |  |
| Physical Education |  |  |
| Religious Education |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8 EDUCATION DETAILS (FURTHER/HIGHER EDUCATION –(EARLIEST FIRST)** | | | | | |
| Name of College or University  Age 1 | Dates (mm/yyyy) | | Qualifications Gained | | |
| From | To | Title and Subject | Class/Div  Obtained | Date Gained  /Expected  (mm/yyyy) |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10 EXPERIENCE – Previous Career and other** | | | | | | | | |
| **Please complete the following starting with your current employment and include all employment. Please also include any breaks in employment history together with the reason for the break. This information should include all experience since the age of 18.** | | | | | | | | |
| Employers Name | Date | | Employers Address | Position Held | Salary of current or most recent teaching position | F/T  or  P/T | Responsibilities (Please indicate type and size of school, subjects and ages taught) | Reason for Leaving/Reason for break in employment |
| From  mm/yr | To  mm/yr |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **11 TRAINING/PROFESSIONAL QUALIFICATIONS (EARLIEST FIRST)**  Please list any course(s) which you have undertaken which are relevant to the job | | | | |
| Dates | | Organising Body | Course/Qualification Title | Length of Course |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **12 OTHER EMPLOYMENT** |
| If offered this position will you continue to work in any other capacity? Yes/No  If YES, please give details: |

|  |
| --- |
| **13 ILL HEALTH RETIREMENT/DISMISSAL** |
| Have you ever taken ill health retirement from employment? (Yes or No) |
| Have you ever been dismissed from employment for misconduct? (Yes or No) |
| If yes, please attach full details in a sealed envelope marked Private and Confidential and return with your application |

|  |
| --- |
| **14 OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**  Using the information provided in the candidate pack as a guide, please answer the following questions as clearly and concisely as possible.  Your responses will be used in the shortlisting process to assess your application, alongside your qualifications and previous work experience. |
| Please explain what attracts you to work at the University of Birmingham School (max. 100 words)? |
| Please summarise how your skills and experience will enable you to deliver successfully in this particular post (max. 500 words)? |

|  |
| --- |
| **14 DISCLOSURE** |
| **Please note:**  **Applicants should be aware that all posts within the University of Birmingham School will require an Enhanced Disclosure to be obtained from the Disclosure and Barring Service.**  This post is exempt from the Rehabilitation of Offenders Act 1974, as amended, and is also considered to be regulated activity. You are therefore required to declare all convictions or cautions unless they are one of the limited number of spent convictions and cautions which are also ‘protected’ under the 2013 Exceptions Order. Further information is provided on the Disclosure and Barring Service website. Details of convictions and cautions which are not ‘protected’ must be provided in the space below  **Failure to disclose any ‘unprotected’ convictions and cautions may 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.** |

|  |
| --- |
| **15 CONFIRMATION OF DETAILS** |
| I declare that the information given on theapplication form used by the school is correct to the best of my knowledge. I understand that any false information may be sufficient cause for rejection or, if employed, dismissal without notice. I also confirm that I am not on a Barred List 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 in compliance with 1998 Data Protection Act. The information may be disclosed, as appropriate, to school governors, to the Teachers’ Pension Scheme, to the Department for Education and Schools and relevant statutory bodies.  **You will be required to sign this form when you attend for interview**  Signature: Date: |