

# Application Form

Please complete **ALL** sections of the form providing as much information as possible. CVs will not be considered.

You should account for all periods from leaving secondary education to present day including periods of non-employment.

When completing the reference contact details, please cross the box if you do **NOT** want us to contact your present employer.

It should also be noted that references from the most recent employer will need to be taken up if you are subsequently offered the post.

Please only return your application via email (as an attachment) to: office@dovebank.staffs.sch.uk

How did you hear about the post:

## PERSONAL DETAILS

Surname:

First Name(s):

Former/Previous Surname(s):

Preferred Title: Dr/Mr/Mrs/Miss/Ms/Other (please specify)

Address:

Town:

County:

Postcode:

Home Telephone No.:

Mobile Telephone Number:

Email Address:

National Insurance No.:

IfL Registration No.: (if applicable)

Candidate Ref (**FOR HR USE ONLY**):

*Please note that your personal details will be separated from your application form for the short listing process. Your name will be made available to the interview panel if you are selected for interview.*

The Academy aims to employ a workforce which reflects the diverse community at large, we value the individual contribution of all people and therefore we will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

If you require this application form in a different format please contact Human Resources.

To achieve and maintain a diverse workforce and help us best meet its needs and requirements we ask all applicants to complete this form for monitoring purposes and to ensure we are fair to all employees. This information will be held confidentially on the Human Resources Information System. It also ensures that the college complies with the Single Equality Act 2010. **Pages 1, 2 & 3 are detached from the main application form for recruitment and selection purposes.**

Please indicate where appropriate:

**Date of Birth:**

**Ethnicity:**

**Asian**

☐ Bangladeshi ☐ British ☐ Chinese ☐ Indian ☐ Pakistani ☐ Sri Lankan  
☐ Other - please specify:

**Black**

☐ African ☐ British ☐ Caribbean  
☐ Other - please specify:

**Dual Heritage**

☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian  
☐ Other - please specify:

**White**

☐ British ☐ European  
☐ Other - please specify:

**Any other ethnic group - please specify:**

**Gender:**

☐ Male ☐ Female

**Gender Identity:**

Is your gender identity the same as the gender you were assigned at birth?

Yes X ☐ No

**Faith/Religion:**

☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None  
☐ Other - please specify:

**Sexual Orientation:**

☐ Bisexual ☐ Heterosexual ☐ Lesbian or gay man ☐ Prefer not to say

**Disability:**

Do you consider yourself to have a disability?

☐ No

☐ Yes - please specify:

If yes, do you require any adjustments to aid you in the recruitment process? Please specify:-

## REFERENCES

Candidate Ref (**FOR HR USE ONLY**):

Names and addresses of 2 people to whom reference will be made if invited to interview.

Name(1) should be your present or most recent employer to whom reference will be made prior to interview, unless you specifically request otherwise here: ☐ Please indicate by putting a 'X' in the box.

Name(1):

Address:

Town:

Email Address:

Postcode:

Telephone No.:

Position:

Name(2):

Address:

Town:

Email Address:

Postcode:

Telephone No.:

Position:

## THE REHABILITATION OF OFFENDERS ACT

We encourage applicants to provide details of their criminal record by declaring it here unless it is a 'protected' caution or conviction as explained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013. We guarantee that this information is only made available to those who need to see it as part of the recruitment process.

Have you any previous convictions, cautions, reprimands and/or warnings? Yes ☐ No ☐ Please indicate as appropriate.

If yes, please give details below:

Date                      Offence                      Sentence

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EDUCATION AND TRAINING

Candidate Ref (FOR HR USE ONLY):

Secondary Education – Please list individual grades/qualifications

School	From	To	Qualifications Gained	Grade	Qualification Date

Further or Higher Education (please state full or part-time) Please list individual grades/qualifications

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Membership of Professional Bodies/Institutions:

Details of Research and/or Publications:

Recent Training & Development

Please give details:

PRESENT/MOST RECENT EMPLOYER

Candidate Ref (FOR HR USE ONLY):

Name:

Address:

Town:

Postcode:

Date Appointed:

Telephone No:

Date left (if applicable):

Current Role:

Responsibilities/Duties:

Present Salary per Annum:

Notice to Terminate:

PREVIOUS EMPLOYMENT

Pease also include any voluntary/unpaid work you have undertaken

Employer (date order-most recent first)	Position Held	From	To	Responsibilities/Duties	Reason for Leaving

## INFORMATION IN SUPPORT OF YOUR APPLICATION

**Information on relevant skills, qualities and experience in relation to the job description/person specification or other information support of your application** (these may have been gained through employment/voluntary/unpaid work or your personal interests).

Please continue on a separate document if required and forward it as an attachment with your application form.