**APPLICATION FORM**

***Birchwood Community High School has a learning culture that is aspirational,***

***has high expectations and celebrates success.***

Private and confidential APPLICATION FORM (please read notes on page 7 before completing this form)

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| Position applied for: | Exams and Assessment Officer |
| As advertised in: |  |
| Closing date: | Noon 1 July 2022. |
| Interviews: | Thursday 7 July 2022 |

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| 1. PERSONAL DETAILS | | |
| Surname: | First Name: | Title: |
| Address for correspondence: | Home telephone number: | |
| Mobile telephone number: | |
| Email address: | |
| Work telephone number: | |
| May we telephone you at work? Yes/No | |
| DfE Number: | Membership of professional body: | |
| NI Number:  Date of birth: | If you are not a UK national, do you have a valid work permit? Yes/No | |

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| 2. EMPLOYMENT HISTORY  Current Employment | | | | | | | |
| Name and address of current employer | | | | | | | |
| Position held | | Start date | Length of notice required | | Current salary | | Reason for leaving |
|  | |  |  | |  | |  |
| Please give brief description of your duties and responsibilities: | | | | | | | |
| Previous Employment (continue of a separate sheet if necessary) | | | | | | | |
| Date From/To | Organisation | | | Position | | Reason for leaving | |
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| Details of any unpaid employment or activities which may be relevant to the post: | | | | | | | |

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| 3. EDUCATIONAL QUALIFICATIONS  Please give details of your education, listing secondary schools, colleges and universities attended. Evidence of qualifications will be required (continue on a separate sheet if necessary) | | | | |
| General Education | | School, College or University | Examinations taken or to be taken (with dates) | Qualifications obtained (include grade and/or class of degree) |
| From | To |
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| 4. TEACHING QUALIFICATIONS | | | |
| Examining Body/ Institution | Qualifications Awarded | Grade/Level Awarded | Date Awarded |
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| 5. CONTINUING PROFESSIONAL DEVELOPMENT  Please give details of relevant courses attended or professional training received in the last two years | |
| Course | Date |

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| 6. SUPPORTING STATEMENT – **Maximum of 2 sides of A4 Calibri font size 11**  Please outline how your education, skills and experiences will contribute to you successfully undertaking this post. Please include information about your personal drive, mission and ethos (continue on a separate sheet if necessary) |
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| 7. REFERENCES  Please provide details of two referees who can be contacted to support your application. The first referee should be your current (or most recent) employer. If your most recent employment does not involve working with children or young people, you should also give your most recent employer who can provide information on your work with children or young people. References will not be accepted from relatives or from people writing solely in the capacity of friends. | |
| **Referee 1**  Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up this reference prior to interview: Yes/No | **Referee 2**  Name:  Position:  Address:  Tel:  Email:  Please state whether we are able to take up this reference prior to interview: Yes/No |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION**

Upon receipt, this part of the form will be separated from your application before short listing takes place.

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| 8. POLICY ON THE EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD |
| You are advised that the post for which you are applying will be subject to an enhanced Disclosure and Barring Service. The Academy will assess the relevance of any criminal record and having ‘spent’ or ‘unspent’ convictions will not necessarily bar an individual from employment. This will depend upon the relevance and circumstances relating to the offence and any such information will be treated in the strictest confidence and will only be used in consideration of your suitability for appointment. Disclosure application forms will be held for a period of six months after receipt from the DBS and will be destroyed thereafter.  **REHABILITION OF OFFENDERS ACT 1974**  The nature of this post means that you are exempt from Section4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act. If you are appointed to the post, any failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.  If you have declared any previous criminal conviction, cautions or reprimands, these may be discussed with you prior to a decision being taken on your appointment.  A criminal record will not automatically prevent anyone from employment with Birchwood Community Academy Trust. You should also be aware that your referee can be informed that they can disclose any conviction they consider relevant. |

(Please tick appropriate boxes)

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| Have you ever been convicted of any offence in a Court of Law or received any bind-overs or cautions from the police? | Yes |  | No |  |
| Have you ever been included on the DfES List 99? | Yes |  | No |  |
| Have you ever been disqualified from working with children? | Yes |  | No |  |
| Have you ever been or are currently subject to sanctions imposed by a Regulatory body, e.g. The General Teaching Council? | Yes |  | No |  |

If you have answered Yes to any of the above questions, please give a brief details and dates of any offences below (or if insufficient space continue on a separate sheet of paper)

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| 9. SUCCESSFUL CANDIDATE | |
| The successful candidate will be required to complete a medical questionnaire and may be required to undergo a medical examination. | |
| 10. EMPLOYMENT DECLARATION | |
| Have you left any previous job for the reason of early retirement/voluntary redundancy?  If yes, please provide details: | Yes/No |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  If yes, please provide details: | Yes/No |
| Have you ever worked for or applied to Birchwood Community Academy Trust before?  If yes, please provide details including positions applied for and dates: | Yes/No |
| Do you know any member of the Academy’s Governing Body or a member of staff?  If yes, please state name(s)  Canvassing by or on behalf of applicants will lead to immediate disqualification. | Yes/No |

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| 11. INFORMATION FOR CANDIDATES  Please read carefully the information for candidates outlined below and ensure the application form is signed. Further information regarding the College can be found on our website at www.birchwoodhigh.org |
| 1. Completed application forms and a letter of application should be addressed to:   **The Personnel Department, Birchwood Community High School, Brock Road, Birchwood, Warrington, WA3 7PT**  or email to: **joinus@birchwoodhigh.org**   1. We regret that, due to the high volume of interest in posts at Birchwood Community Academy Trust, we are unable to contact all candidates directly. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful. 2. If you wish to make further enquiries regarding your application or the position, please email: **joinus@birchwoodhigh.org** or telephone: **01925 853506**. 3. The academy operates an equality and diversity policy, is committed to equal opportunities and positively welcomes applications from every section of the community. All candidates are requested to complete and return the enclosed equality and diversity form. This information is used for equality and diversity monitoring only. 4. If you are selected for interview and you have a disability, we will discuss any reasonable adjustments with you at the interview stage. |
| 12. All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Birchwood Community Academy Trust reserves the right to recover from the applicant any costs incurred as a result of the employment of an applicant who has submitted an application form containing false claims. |

**EQUAL OPPORTUNITIES MONITORING**

Birchwood Community Academy Trust is committed to becoming an Equality and Diversity champion. As part of this process, we need to monitor our recruitment process. It would be helpful if you could complete the following information which relates only to monitoring and not selection.

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| Please fill in the details required and/or tick the appropriate boxes | | | |
| Post applied for: | | | |
| Full Name |  | Gender | Male / Female |
| Date of Birth |  | Age |  |
| Previous surname(s) if appropriate: | | | |

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| The Academy is committed to meeting its obligations under the Equality Act 2010. Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out day-today- activities? | | | | |
| Asperger’s Syndrome/Autism | Blind/Partially Sighted | Deaf/Hearing Impairment | Dyslexia | Mental Health Difficulties |
| Wheelchair user/ mobility difficulties | Unseen disability, e.g asthma, diabetes, epilepsy | A need for personal care/support | Other | I have no disabilities |

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| In accordance with the Birchwood Community Academy Trust’s commitment to its obligations under the Equality Act 2010, if you consider that there are any adjustments the Academy could make in order for you to perform the role successfully, please detail below: |

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| 13. DATA PROTECTION (in accordance with the Data Protection Act 1998)  I agree to Birchwood Community Academy Trust’s processing the personal data provided in the application form and other relevant date which the Academy may obtain from me or other people whilst I am an employee. I agree to the processing of such data for any purposes connected with my employment or for any other legitimate purposes. |

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| 14. DECLARATION  I certify that to the best of my knowledge the information given in this application is factually correct and I understand that discovery of any fake information may, in the event of my employment, result in dismissal or disciplinary action by the Academy. I understand that should my employment begin before my references and police clearance have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice. | |
| Name: | |
| Signed: | Date: |

Ethnicity Background

Please tick the box you feel most appropriately identifies your ethnic origin

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| --- | --- | --- | --- | --- | --- |
| Bangladeshi |  | Irish |  | Other Asian |  |
| Black African |  | Pakistani |  | Other Black |  |
| Black Caribbean |  | White and Black Caribbean |  | Other Mixed |  |
| British |  | White and Black African |  | Other White |  |
| Chinese |  | White and Asian |  | Other Ethnic Group |  |
| Indian |  |  |  |  |  |

Religion

Please tick

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Buddhist |  | Jehovah’s Witness |  | Muslim |  |
| Christian |  | Jewish |  | Sikh |  |
| Hindu |  | Mormon |  | No religion |  |
| Other (please state) | | | | | |

Thank you for your co-operation in completing this form. If you feel it can be improved in any way, please comment below:

**NOTES TO APPLICANTS**

* Before signing this form please check that every section has been completed.
* The form should be returned as instructed in the details of the post.
* Enclose a stamped addressed envelope is you wish us to acknowledge your application.
* The schools duty of care to the pupils requires that chronological information is sought. However, the selection process will be free of age bias.
* Rehabilitation of Offenders Act 1974: You must declare all convictions that you have, including motoring offences and all convictions that have become “spent”.
* Immigration, Asylum and Nationality Act 2006: Before taking a post, applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK:
  + A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
  + A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  + A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Area country or Switzerland.
  + A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
  + A biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  + A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
* All applicants must note that in accordance with the safeguarding vulnerable groups’ regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.
* Candidates are invited to support their application with a letter, following the specific instructions given in the details of the post. Curriculum vitae should not be enclosed.

**Details of referees**

* One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
* The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview.
* If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
* References from relatives or friends writing solely as friends will not be accepted.