



Part one

Application form (non teaching)

Please refer to the guidance when completing this form. If not completing online, use **BLACK INK** or type as it will be copied.

Position applied for:

PERSONAL INFORMATION

Name:		Title: Miss/Mr/Mrs/Ms/Other (please state)	
Address:			
		Post Code:	

Contact Details - please give details of how you would like us to contact you

Telephone:	Home:	
	Work:	
	Mobile:	
Email:	Home:	
	Work:	

National Insurance Number:

References

Please give contact details of two people who can provide references – one of whom should be your present or most recent employer. **References will be called for prior to interview.**

Name:		Name:	
Title: Miss/Mr/Mrs/Ms/Other		Title: Miss/Mr/Mrs/Ms/Other	
Job Title:		Job Title:	
Address:		Address:	
Post Code:		Post Code:	
Telephone:		Telephone:	
Email:		Email:	
Occupation:		Occupation:	
Relationship to you:		Relationship to you:	

Criminal Records Bureau Disclosures

If you have been convicted of any offence, you must disclose it, unless it is 'spent' under the Rehabilitation of Offenders Act 1974. However, having a criminal record will not necessarily bar you from employment with The Hereford Academy (see guidance note 6). Any information revealed here or as a result of a Disclosure will be considered in light of the responsibilities of the post. As the post you are applying for is in a school and has substantial access to children then you MUST state any convictions, bind over orders or cautions whether current or spent. In the event of employment, any failure to disclose these and/or pending investigations could result in disciplinary action and/or dismissal. All posts with access to children will be subject to a Criminal Records Bureau Disclosure. Please give details of:

a) any convictions (including driving offences)

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b) disqualifications from driving, or performance of professional duties

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Job Share

Jobs which are advertised as full time, may be suitable for job sharing. Are you applying for this job on the basis of job share? (Please refer to the Application Guidance)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Canvassing

Are you related to a governor or employee of The Hereford Academy?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, give details:

Name:	Position:
Relationship:	

Please note that canvassing of governors or employees of The Hereford Academy in relation to this application will disqualify any applicant. If evidence of this is discovered after appointment, you may be dismissed without notice.

Internal Applicants only

If you are an internal applicant, and either 'At Risk', or on Single Status Basic Pay Protection, please indicate by ticking the relevant box/boxes below):

<input type="checkbox"/> I am At Risk (i.e. redundancy/redeployment)
<input type="checkbox"/> I am on Single Status Basic Pay Protection

Declaration

I declare that the information I am giving in this application is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or may result in my dismissal.

Name:			
Signature:		Date:	

Relevant Skills, Knowledge and Experience

Please refer to the Person Specification, Job Description and Application Guidance when completing this section. Make sure to include examples of HOW you have demonstrated skills, knowledge and experience.

Continue on another sheet if necessary

DATA PROTECTION

All information given on this form will be treated in strict confidence. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, employment administration and statistical purposes. If your application for this post is unsuccessful your details will be kept for a period of 7 months and will then be destroyed.