



# Part one

## Application form (non teaching)

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

Position applied for:

### PERSONAL INFORMATION

Name:	<input type="text"/>	Title: Miss/Mr/Mrs/Ms/Other (please state)	<input type="text"/>
Address:	<input type="text"/>		
<input type="text"/>			
		Post Code:	<input type="text"/>

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

<b>Telephone</b>	Home:	<input type="text"/>
	Work:	<input type="text"/>
	Mobile:	<input type="text"/>
<b>Email</b>	Home:	<input type="text"/>
	Work:	<input type="text"/>

### References

Please give contact details of two people who can provide references – one of whom should be your present or most recent employer.

Name:	<input type="text"/>	Name:	<input type="text"/>
Title: Miss/Mr/Mrs/Ms/Other:	<input type="text"/>	Title: Miss/Mr/Mrs/Ms/Other:	<input type="text"/>
Job Title:	<input type="text"/>	Job Title:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Post Code:	<input type="text"/>	Post Code:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Occupation:	<input type="text"/>	Occupation:	<input type="text"/>
Relationship to you:	<input type="text"/>	Relationship to you:	<input type="text"/>

I \*give/do not give permission for you to contact the above prior to an offer being made

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**\*Please delete as appropriate**



### 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:
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Relationship:
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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.