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**APPLICATION FORM CONFIDENTIAL**

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| **Post Details** | | |  | | |
| Post Applied for: | | |  | | |
| **Personal Details** | | |  | | |
| Family Name: | | | Other Names: | | |
| DOB: | | | National Insurance Number: | | |
| Previous Name: | | |  | | |
| Title: | | | Contact Telephone Number: | | |
| Address: | | | Do you have a current full driving license? Y / N  Do you have use of a vehicle? Y / N  (*Please only answer these questions if they are a requirement on the Person Specification for this post).* | | |
| Post Code: | | | Email: | | |
| National Insurance Number: | | |  | | |
| **Present Employment (if you are not currently employed, please leave blank)** | | | | | |
| Job Title: | | | Telephone Number: | | |
| Employer’s Name: | | | May we contact you on this number? Y / N | | |
| Address: | | | Basic Pay/Grade:  Other Pay: | | |
| Postcode: | | | Date Started | | |
|  | | | Period of Notice: | | |
| Outline of key duties and responsibilities: | | | | | |
| **Experience (This should include paid and unpaid employment, work experience, placements etc) Please list the most recent post first.** | | | | | |
| Organisation | Role | Salary (if applicable) | | Date Employed | Reason for leaving |

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| --- | --- | --- | --- | --- | --- |
|  |  |  | From  MM/YYYY | To  MM/YYYY |  |
| **Please specify all time not accounted for above with dates and reasons.** | | | | | |
|  | | | | | |
| **Summary of Experience, Skills, Knowledge and Competencies** | | | | | |
| Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job. Always give examples of things you have done in your work/home life to fulfil the Person Specification. Please use additional paper if necessary. | | | | | |
| **Relationships** | | | | | |
| Are you related to any Director/Employee of Redmoor Academy? Y / N If Yes, please give details: | | | | | |
| **Criminal Convictions and Cautions** | | | | | |

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| Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?  **YES / NO**  Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.  The Terms and Conditions of Employment is subject to DBS check. | | | | | |
| **Education** | | | | | |
| Qualifications gained or pending. Please state subject (please be prepared to provide evidence at interview) | Grade | | Date Achieved  (MM/YYYY) | | School/College/University |
|  |  | |  | |  |
| **Memberships of Relevant Organisations** | | | | | |
| Professional Body/Association | | Qualifications/Membership Level | | Dates of Qualification/ Membership (MM/YYYY) | |
|  | |  | |  | |
| **Disability / Health Conditions** | | | | | |
| Redmoor Academy encourages people with disabilities to apply for jobs. This means that the Academy is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities. | | | | | |

**The Disability Discrimination Act 1995 defines disability as:**

‘*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.*

**I consider myself to be : Disabled Y/N Non Disabled Y/N**

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take account when considering your application.

Interview Information on Audio Tape Y/N

Interview Information in large format print format Y/N

Sign language interpretation or other assistance with communication at interview Y/N

Induction loop in interview room Y/N

Wheelchair-accessible location for interview Y/N

Car Parking space for interview (for people with mobility problems only) Y/N

Facility for Personal Carer, assistant or other person to accompany you at interview Y/N

Please specify any other support, which you would like to be made available on the day. Y/N

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| --- | --- |
| **Data Protection Act** | |
| The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from the last contract. When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for 6 months and then destroyed. The information may be used by Redmoor Academy for the purpose of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes. | |
| **References : (One of which should be your current/most recent Employer)** | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email Address: | Email Address: |
| Telephone Number: | Telephone Number: |
| Title/Position: | Title/Position: |
| Relationship to Applicant: | Relationship to Applicant: |
| Please specify if this referee is not to be contacted prior to interview without your permission (please tick)  **□** | Please specify if this referee is not to be contacted prior to interview without your permission (please tick)  **□** |
| Please note that an offer of employment cannot be made without prior receipt of satisfactory references, **one of which should be your present or most recent employer**. | |
| **Interview Arrangements** | |
| Please indicate below any dates when you would not be able to attend for interview: | |
| **Declaration** | |
| * I am signing this to say all the information I have put in this form is true and accurate, and that I have read all relevant sections of the application. * I also confirm that I have not directly or indirectly approached an Elected Member or Employee of Redmoor Academy to support me in making this application as this would disqualify me as a candidate. * I understand that if I do not tell you about any relationships with any members or employees of Redmoor Academy, or Governor of the school, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings details in the guidance, and this is discovered after appointment, I could be dismissed without notice. * I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.   **Signature: Date:** | |
| **Monitoring Section** | |
| It would be really helpful if you could complete this section for us. Redmoor Academy are committed to equality and opportunity in employment and service delivery and information that you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details that you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process. | |
| Department | Based at: |
| Application for Post of: | |

**• How would you describe your ethnicity?**

(a) White (b) Mixed (c) Asian & British Asian

□ British □ White & Black Caribbean □ Indian

□ Irish □ White & Black African □ Pakistani

□ Any other white background\* □ Any other mixed background\* **□** Bangladeshi

**□** Any other Asian background\*

(d) Black or Black British (e) Chinese or other ethnic group(f) Gypsy/Traveller

□ Caribbean □ Chinese □ Irish Traveller

□ African □ Any other ethnic group\* □ Romany Gypsy

□ Any other black background\* □ Any other background\*

1. **My Sex is Male □ Female □**
2. **My Date of birth is: (DD/MM/YY) Age:**
3. **The Disability Discrimination Act 1995 defines disability as:**

‘*A physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’.*

**I consider myself to be : Disabled Y/N Non Disabled Y/N**

1. My religion is Buddhist □ Christian (all denominations) □ Hindu **□** Jewish **□** Muslim **□**  Sikh **□**

None **□** Other **□** please specify …………………………………

1. Where did you see this vacancy advertised? (Please be specific e.g. Hinckley Times / Jobcentre Plus).

Please return completed forms - Fax: 01455 612419 Email: office@redmooracademy.org or post to Redmoor Academy, Wykin Road, Hinckley, Leicestershire. LE10 0EP.