

**APPLICATION FORM - (To be completed by all applicants – paid or unpaid positions)**  
**PLEASE COMPLETE THIS FORM IN BLACK INK**  
**CONFIDENTIAL**

Application for the post of:  ..... (If you are to be a VOLUNTEER please complete the above and tick this box) <input type="checkbox"/>  At: <input type="checkbox"/> Solihull <input type="checkbox"/> Coventry <input type="checkbox"/> Darlaston <input type="checkbox"/> Coleshill	<b>FOR OFFICE USE:</b>  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">REC</th> <th style="padding: 2px;">ACK</th> <th style="padding: 2px;">SHORT</th> <th style="padding: 2px;">REFS</th> <th style="padding: 2px;">INT</th> <th style="padding: 2px;">APP</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	REC	ACK	SHORT	REFS	INT	APP						
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**PERSONAL DETAILS – PLEASE COMPLETE THIS SECTION IN CAPITAL LETTERS**

Title: Mr/Mrs/Miss/Ms	NI Number:.....
Last Name: .....	First Name(s): .....
Address: .....	.....
.....	Post Code: .....
Other Surnames you have used: .....	Home Number:.....
Other First Names you have used: .....	Mobile Number:.....
Have you ever worked/lived overseas (outside of the UK)? YES <input type="checkbox"/> NO <input type="checkbox"/>	Email Address:.....
If YES please complete section below	

Country:.....	Country:.....
Overseas Address:.....	Overseas Address:.....
.....	.....
.....	.....
Zip/Post Code:.....	Zip/Post Code:.....
Period (full date): From:.....	Period (full date): From:.....
To:.....	To:.....

<b>FOR TEACHING STAFF ONLY:</b> Do you have Qualified Teacher Status <input type="checkbox"/> Yes <input type="checkbox"/> No  Are you registered with the GTC for England <input type="checkbox"/> Yes <input type="checkbox"/> No	DFES Teacher No. - ..... .....
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**PRESENT APPOINTMENT**

Post Held:.....

Name of Employer:.....

Type of Organisation:.....

Address:.....

.....Tel.No:.....

Email Address:.....

Salary Scale:	Current Salary:
Date from/to:	Period of Notice:

Main Duties and Responsibilities:

**PREVIOUS EMPLOYMENT – OTHER POSTS, MOST RECENT FIRST. INCLUDE PAID & VOLUNTARY**

Date From	Date To	Employer	Job Held	Salary/Grade	Reason for leaving

Have you ever been made redundant from a public sector employer or any employer covered by the Modification Protection Order? YES  NO

If YES please state:

The date of termination due to redundancy: .....

Name and Address of employer: .....

EDUCATION & QUALIFICATIONS				
School/College				
Date(s)	Level	School/College	Subject	Result

EDUCATION & QUALIFICATIONS - continued				
Further & Higher Education				
Date (s)	Level	School/ College	Subject	Result
Teaching Qualifications (if any)				
Certificate/Diploma/GTP/RTP – Particulars of Subjects Studied			Type & date of award	
Additional Professional Qualifications & Membership of Professional Institutions				
Name of Qualification or Institution			Date (s) Awarded	

Details of Other Relevant Courses Attended during past 3 years		
Provider	Course Particulars	Date (s)

**SUPPORTING INFORMATION**

From which source did you hear about the opportunity:

Please attach a brief personal statement in support of your application, with clear demonstration of how you meet the specifications from the information you have received.

**REFERENCES**

Please give the names and addresses of at least two persons having knowledge of your work to whom reference can be made. One referee should be your present or last employer. For applicants applying for positions with regulated activity with children all references will be sourced before interview.

<input type="checkbox"/> Do not contact without permission (For none regulated positions) <b>Referee 1</b> Name: _____ Address: _____ _____ _____ Post Code: _____ Telephone Number: _____ Mobile Number: _____ Email Address: _____ _____ Position Held: _____	<input type="checkbox"/> Do not contact without permission (For none regulated positions) <b>Referee 2</b> Name: _____ Address: _____ _____ _____ Post Code: _____ Telephone Number: _____ Mobile Number: _____ Email Address: _____ _____ Position Held: _____
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## DISCLOSURE OF KINSHIP

Are you related to/or have a close relationship with a member of the Governing Body or Member of the Academy? YES  NO

If yes, give name, position and relationship:

NB: A candidate who knowingly fails to disclose such a relationship may be disqualified from appointment

## DISCLOSURE OF CRIMINAL CONVICTIONS

The nature of this post for which you have applied means that it is exempt from the provisions contained in the Rehabilitation of Offenders Act 1975. You are therefore required to disclose whether or not you have **EVER BEEN** convicted of a criminal offence (please see below.) "Spent" convictions must also be declared. Should you fail to disclose a criminal conviction prior to appointment this could result in your dismissal or other disciplinary action being taken against you. All information supplied will be treated in the strictest confidence.

Have you ever been cautioned by the police?  YES  NO

If you answered YES please provide details:

Have you ever been convicted of a criminal offence?  YES  NO

If you answered YES please provide details:

Are you involved in any current/recent police investigation/activity?  YES  NO

If you answered YES please provide details:

(The successful candidate will be required to hold an enhanced CRB Disclosure before taking their post)

Please indicate any dates you are not available for interview:

When would you be able to take up the appointment:

## SIGNATURE

I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that providing false information is a criminal offence and will result in the application being rejected and possible referral to the police. I also understand that the information I have provided may be subject to checking. I have not canvassed any governor or employee of Grace Academy either directly or indirectly in connection with this application and I will not do so.

Signature:

Date:

## EQUAL OPPORTUNITIES

Grace Academy would be grateful if you would take a few moments to answer the following questions about yourself. This section is not taken into account for the purpose of eligibility for appointment. Completion of this section is not compulsory and non-completion will not affect your access to the role. However, if you do complete this section, you will be helping Grace Academy to monitor equal opportunity issues to ensure that all groups have equal opportunity.

"Grace Academy operates a policy of equal opportunity for employment and advancement. We recruit and select on the basis of merit regardless of other factors such as gender, age, race, colour, religion, disability, belief, marriage or civil partnership, sexual orientation, gender reassignment or nationality.

We are committed to our equal opportunities policy and to monitoring it to ensure its full implementation. We aspire to be an equal opportunity employer"

Post Title: \_\_\_\_\_

Title: Mr/Mrs/Miss/Ms

Last Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

All names previously known by: \_\_\_\_\_

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1. Are you:  Male  Female

2. What is your nationality: \_\_\_\_\_

3. To which age group do you belong? (tick one only)

<20  20-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-65

4. Do you consider yourself to have a disability within the terms of the 1995 Disability Discrimination Act?

YES  NO

If so please give the nature of your disability:

.....

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.....

.....

.....

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5. To which of the following ethnic groups do you consider you belong?  
Choose one selection from (a) to (e) then tick the box to indicate your cultural background.

<p>(a) White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White Background (please write below)</p> <p>_____</p>	<p>(d) Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please write below)</p> <p>_____</p>
<p>(b) Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed background (please write below)</p> <p>_____</p>	<p>(e) Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other (please write below)</p> <p>_____</p>

<p>(c) Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background (please write below)</p> <p>_____</p>	<p>6. What is your religion?</p> <p>Tick one box only.</p> <p><input type="checkbox"/> None <input type="checkbox"/> Buddhist</p> <p><input type="checkbox"/> Hindu <input type="checkbox"/> Sikh</p> <p><input type="checkbox"/> Muslim <input type="checkbox"/> Jewish</p> <p><input type="checkbox"/> Christian (Including CofE, Catholic, Protestant and all other Christian denominations)</p> <p><input type="checkbox"/> Any other religion (please specify)</p> <p>_____</p>
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### Grace Academy Privacy Statement

This privacy statement sets out how Grace Academy (“we or “us”) complies with European Union data protection and other privacy requirements with respect to information about individuals that it obtains, stores and uses in connection with recruitment. Any applicant for employment will be required to provide Grace Academy with personal and professional information, for example name, e-mail address, work address and position.

Grace Academy will store this information and process it for the purposes identified herein.

For your protection Grace Academy is registered under the Data Protection Act 1998 and has given all appropriate notifications to the Information Commissioner.

#### How we use your personal Data:

By applying for this role you are giving permission for your information to be held by us and processed for the following purposes:

#### Management Information:

For Grace Academy to effectively administer and manage the recruitment process.

#### Validation:

For us to corroborate and validate the personal details you provide to us.

#### Administration:

Grace Academy will not pass your details on to third parties.

**Data Protection Act 1998:** The information given on this form will be stored securely by the Academy. It will be used for the purposes of administering your application only.

## PRIVACY NOTICE – DATA PROTECTION ACT 1998

We, Grace Academy are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the academy about those employed, volunteers or otherwise engaged to work at the academy. This is to assist in the smooth running of the academy. This personal data includes some or all of the following: identifiers such as name and National Insurance Number; characteristics such as ethnic group; employment contract and remuneration details; post “A” level qualifications; and absence information.

The collection of this information will benefit both national and local users by:

- improving the management of school workforce data across the sector;
- enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- informing the development of recruitment and retention policies;
- allowing better financial modeling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the Governing Body and the Charities Trustees Team

We are required to pass on some of this data to:

- Department for Education (DFE)

If you require more information about how the DFE store and use this data please go to the following website:

- [http://www.teachernet.gov.uk/\\_doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc](http://www.teachernet.gov.uk/_doc/13857/DCSF%20what%20we%20do%20with%20workforce%20data%20v4%20final.doc)

If you are unable to access the website, please contact the DFE as follows:

- Public Communications Unit  
**Department for Education**  
Sanctuary Buildings, Great Smith Street, London SW1P 3BT  
website: [www.dfe.gov.uk](http://www.dfe.gov.uk) email: [info@dfesi.gov.uk](mailto:info@dfesi.gov.uk) tel: 0870 000 2288

We will not give information about you to anyone outside the academy without your consent unless required to by law and our rules allow us too.