#### APPLICATION FORM

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| The Schools of King Edward VI in Birmingham Foundation Office is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will have online content checks undertaken before interview. The successful applicant will also be subject to an enhanced DBS check. **Please note, where a role involves engaging in regulated activity relevant to children, it is a criminal offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**  The Schools of King Edward VI in Birmingham Foundation Office is committed to equal opportunities in employment and positively welcome your application irrespective of your age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. | |
| Vacancy applied for: | |
| Personal Details | |
| Last Name |  |
| First Name |  |
| Title, (Mr, Mrs, Ms, Dr, etc.) |  |
| Previous Names |  |
| Contact Address |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Work Telephone Number |  |
| Personal Email address (please indicate if you are happy to receive correspondence via email) | YES / NO |
| Are you eligible to work in the UK | YES / NO (If NO please specify your circumstances). All successful applicants will be required to provide evidence to their entitlement to work in the UK. |
| If you are a migrant worker, please state whether you have settled or pre-settled status |  |
| National Insurance Number |  |
| Where did you learn about this vacancy? |  |
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| Education / Qualifications (Please start with secondary education) | | | | | | | | | | | | | | | | | | |
| **Name of School/College/University** | | | | Dates | | | | | | | Qualifications Obtained | | | | | | | |
| From | | | To | | | | Title and Subject | | | | Class or Level | | | Date |
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| Professional Qualifications | | | | | | | | | | | | | | | | | | |
| **Name of qualification** | | | Studied | | | | | | | **Qualifications Obtained** | | | | | | **Date** | | |
| From | | | To | | | |
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| **Training (Please list any courses that you have undertaken, which are relevant to the job and/or specified in the person specification)** | | | | | | | | | | | | | | | | | | |
| **Brief description of course** | | Dates | | | | | | | | | | **Organising body** | | | | | Qualifications gained | |
| From | | | To | | | | | | |
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| Employment History – Current (Please detail all employment since leaving full time education) | | | | | | | | | | | | | | | | | | |
| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | **Salary/Scale** | | | | | | **£** | | | | |
| **Date Appointed** |  | | | | | | | **Other Benefits** | | | | | |  | | | | |
| **To whom you are responsible** |  | | | | | | | **Date of leaving or notice required** | | | | | |  | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| Previous Employment | | | | | | | | | | | | | | | | | | |
| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
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| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Employer’s Name** |  | | | | | | | | | | | | | | | | | |
| **Full Address** |  | | | | | | | | | | | | | | | | | |
| **Type of Business** |  | | | | | | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | | | | | | | | | | | |
| **Date Appointed** |  | | | | | | | | **Date Left** | | | |  | | | | | |
| **Brief** **outline of duties and reason for leaving** | | | | | | | | | | | | | | | | | | |
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| **Please continue your employment history on a separate sheet if necessary.** | | | | | | | | | | | | | | | | | | |
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| **Breaks in Employment History** | | | | | | | | | | | | | | | | | | |

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| If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times, e.g. unemployment, raising family, voluntary work, training, long periods of sickness, etc. |
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| **References** | | | |
| Please give the names, addresses and email of two employment referees who can be consulted regarding your professional ability for the post. One of the referees must be your current or most recent employer. If not, we reserve the right to request one. Reference requests will be made by email.  In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please contact our HR Department on 0121 472 1147 to discuss the issue.  It is the candidate’s responsibility to ensure that referees are made aware that they will be contacted and of the timescales for providing references. References will not be accepted from relatives or persons who only know you as a friend. | | | |
| 1 | Name: |  | |
| Title: |  | |
| Relationship to applicant: |  | |
| Address: |  | |
| Email: |  | |
| Telephone number: |  | |
| Can we contact the referee prior to interview? | Yes | No |
|  | | | |
| 2 | Name: |  | |
| Title: |  | |
| Relationship to applicant: |  | |
| Address: |  | |
| Email: |  | |
| Telephone number: |  | |
| Can we contact the referee prior to interview? | Yes | No |
|  | | | |
| **Applicant Statement** | | | |
| **Using the Job Description & Person Specification**   * Please pick our those aspects of your experience or skills that are relevant to this post * Using examples, explain how your ability, skills and knowledge match those required for the appointment * Please consider experience in previous employment and also other interests outside work, such as at home, in the community or through voluntary activities * Governors are particularly interested in your personal educational philosophy and how you would apply it to the Foundation * **Please keep your statement to 2 sides of A4, minimum font size 10.** | | | |
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| **Personal Statement** | | | |
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| **DECLARATION** | | | |
| I hereby give my consent for The Schools of King Edward VI in Birmingham Foundation Office and its appointed agents to process and retain on file information (including recruitment monitoring) on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be used for registered purposes under the Data Protection Act.  The information supplied to you will be subject to verification and The Schools of King Edward VI in Birmingham Foundation Office may contact people and/or organisations to confirm some of the facts contained in your application, e.g., referees, previous employers, educational establishments, examination bodies etc. The Schools of King Edward VI in Birmingham Foundation Office may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.  By signing this from you authorise us to verify any information you have given with third parties and you authorise them to disclose your personal information to us.  The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job being withdrawn or me being dismissed if appointed to the post. | | | |
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| **Signature: Date:** | | | |
| **WHERE TO RETURN YOUR COMPLETED APPLICATION FORM** | | | |
| Thank you for showing an interest in The Schools of King Edward VI in Birmingham Foundation Office, and for taking the time to complete this application form. Please take the time to check that you have completed all sections.  **Please email your application and recruitment monitoring form to:** [hr@kevibham.org](mailto:hr@kevibham.org)  **Or post to:** HR Department, The Schools of King Edward VI in Birmingham, Foundation Office, Edgbaston Park Road,  Birmingham, B15 2UD | | | |