

Office use only:

Applicant reference:

Vacancy applied for:



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## APPLICATION FORM

King Edward VI Academy Trust in Birmingham 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.**

King Edward VI Academy Trust in Birmingham 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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<b>Education / Qualifications (Please start with secondary education)</b>					
Name of School/College/University	Dates		Qualifications Obtained		
	From	To	Title and Subject	Class or Level	Date

  

<b>Professional Qualifications</b>				
Name of qualification	Studied		Qualifications Obtained	Date
	From	To		

  

<b>Training (Please list any courses that you have undertaken, which are relevant to the job and/or specified in the person specification)</b>				
Brief description of course	Dates		Organising body	Qualifications gained
	From	To		

  

<b>Employment History – Current (Please detail all employment since leaving full time education)</b>			
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	
<b>Brief outline of duties and reason for leaving</b>			

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<b>Previous Employment</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			
<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			
<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			
<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			

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<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			
<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Employer's Name</b>			
<b>Full Address</b>			
<b>Type of Business</b>			
<b>Job Title</b>			
<b>Date Appointed</b>		<b>Date Left</b>	
<b>Brief outline of duties and reason for leaving</b>			
<b>Please continue your employment history on a separate sheet if necessary.</b>			
<b>Breaks in Employment History</b>			
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.			
<b>References</b>			
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.			

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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

2	Name:	
	Title:	
	Relationship to applicant:	
	Address:	
	Email:	
	Telephone number:	
	Can we contact the referee prior to interview?	Yes

#### **Applicant Statement**

##### **Using the Job Description & Person Specification**

- Please pick out 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.**

#### **Personal Statement**

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[Empty rectangular box for applicant information]

**DECLARATION**

I hereby give my consent for King Edward VI Academy Trust in Birmingham 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 King Edward VI Academy Trust in Birmingham 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. King Edward VI Academy Trust in Birmingham may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

By signing this form 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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<b>Signature:</b>	<b>Date:</b>
<b>WHERE TO RETURN YOUR COMPLETED APPLICATION FORM</b>	
<p>Thank you for showing an interest in King Edward VI Academy Trust in Birmingham, and for taking the time to complete this application form. Please take the time to check that you have completed <u>all</u> sections.</p> <p><b>Please email your application and recruitment monitoring form to: Mrs Sarah Guthrie (<a href="mailto:s.guthrie@fws.kevibham.org">s.guthrie@fws.kevibham.org</a>)</b></p> <p><b>Or post to: Mrs S Guthrie, King Edward VI Five Ways School, Scotland Lane, Bartley Green, Birmingham, B32 4BT. Tel: 0121 475 3535</b></p>	