



Small Heath School and Sixth Form Centre

Headteacher: P.C. Slough BSc NPQH C.Biol.

Application Form

Please complete in black ink

Surname

Forenames

Preferred Title

Post applied for:



Please complete in black ink

Permanent Home Address:

.....
.....

Post Code:

Tel. No: (Home)..... (Evening)

Mobile: **Email:**

Address for correspondence if different from above:

.....
.....

Post Code: **Tel. No:**

Date of Birth:

Interview Arrangements

Are there any dates when you will not be available for interview?

.....

If you have a disability, are there any arrangements we can make for you if you are called for an interview and/or work based exercise?

If YES, please specify, (e.g. ground floor venue, etc.)

Are you related to any elected member or employee of Birmingham City Council or to a Governor of the School?

Yes _____ No _____

If Yes:

Name _____ **Position** _____

Relationship _____

| Secondary Education details | | | | |
|------------------------------------|-------------------|-------------------------------|---------------------------|--------------------|
| Dates attended | | Name of School/College | Subject and Grades | Date Gained |
| From Mth/Yr | To Mth/Yr. | | | |
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| Further/Higher Education Details (if applicable include present course/and or overseas qualifications) | | | | | |
|---|------------------|------------------------------|---|----------------------------|--------------------------------|
| Dates Attended | | Institutions attended | Degrees, Diplomas, Certificates obtained | Class/Div. obtained | Date Gained or expected |
| From Mth/Yr | To Mth/Yr | | | | |
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| Past Employment and Experiences (include voluntary or other relevant activities, list most recent first) | | | | |
|---|------------------|------------------------------------|---|--------------------------------------|
| Dates Attended | | Employer's Name and Address | Post held - include Scale/Salary State whether full or part time - if part time indicate hours per week | Duties (brief description) |
| From Mth/Yr | To Mth/Yr | | | |
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Present or most recent Employment

Job Title **Date appointed**
Employer **Date left**
Address **Reason for Change**
 (if applicable)
 **Pay Range/Grade**
Tel. No: **Basic Pay**
Current or most recent LEA or Employer

Please list all relevant training and other courses attending during the last three years.

| Dates | | | | Organising Body | Course Title | Length of Course |
|-------|-----|------|-----|-----------------|--------------|------------------|
| From | | To | | | | |
| Mth. | Yr. | Mth. | Yr. | | | |
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Membership (please indicate membership of any organisation(s) relevant to this job.

| Name of organisation | Type of membership | Date |
|----------------------|--------------------|------|
| | | |
| | | |

References

Please give details of two referees, one of which must be your current or most recent employer. If you do not wish any reference to be sought at this stage please place an **X** in the relevant box. Should you at any time have been known to one of your referees by another name would you please indicate that name.

| Present Employer <input type="checkbox"/> | Other Referee <input type="checkbox"/> |
|--|---|
| Name: Mr/Mrs/Miss/Ms/Other | Name: Mr/Mrs/Miss/Ms/Other |
| Job Title | Job Title |
| Relationship to you | Relationship to you |
| Address: | Address: |
| Post Code: | Post Code: |
| Tel. No: | Tel. No: |
| Fax No: | Fax No: |

Other information in support of your application

Please detail any experience and skills, which demonstrate your ability to carry out the job. Please continue on a separate sheet if necessary.

This may be word processed on a separate sheet if preferred.

Hobbies and Interests:

Empty box for hobbies and interests.

Are you a British EU National?

Yes

No

If no, do you have a valid work permit?

Yes

No

Important note for all persons applying for positions in schools and colleges, and others who will work with young persons under the age of 18.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should disclose in this section any previous convictions.

Any failure to disclose any previous convictions is likely to result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please list details (e.g. date, type of offence, sentence/fine imposed etc.) below

.....

The Governors are required to undertake the necessary checks to verify the information provided in relation to criminal convictions where the employee will be working with children.

Equal Opportunities Policy

The School is committed to equal opportunities in employment. We positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age (up to 65).

Confirmation of Details

I hereby certify that all information given on this form is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold.

Signed

Date

The information collected in this form will be used in compliance with the Data Protection Act 1998. The information is being collected by the School and the Personnel Division for the purpose of administering the employment and training of employees of the Education Service. The information may be disclosed, as appropriate, within the Education Service, to School Governors, to Occupational Health, to the General Teaching Council, to the Teachers Pensions Agency, to the Department for Education & Skills, to the West Midlands Metropolitan Authorities Pension Fund, pension providers and relevant statutory bodies.

When completed this form should be returned to: Mrs S. Davies, Small Heath School and Sixth Form Centre, Muntz Street, Birmingham, B10 9RX.

For office use

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|---------------------|-------------------|------------------|
| Acknowledged | References | Interview |
|---------------------|-------------------|------------------|

Small Heath School and Sixth Form Centre

Recruitment Monitoring Form

Could you kindly assist our monitoring process by completing the form below. The information given will not form part of the shortlisting or interviewing process.

| | |
|-----------------------|----------------------------|
| Post: | Full Name: |
| Date of Birth: | Gender: Male/Female |

Ethnicity: please tick

| | | |
|----------------------------------|------------------------------|--|
| White | White – British | |
| | White - Irish | |
| | White - Any other background | |
| Mixed and dual background | White and Black Caribbean | |
| | White and Black African | |
| | White and Asian | |
| | Any other mixed background | |
| Asian or Asian British | Indian | |
| | Pakistani | |
| | Bangladeshi | |
| | Any other Asian background | |
| Black or Black British | Black Caribbean | |
| | Black African | |
| | Any other black background | |
| Chinese | | |
| Any other ethnic group | | |

The Disability Discrimination Act 1995 (Section 1) defines disability as a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

In accordance with this definition do you have a disability

| |
|-----------------|
| Yes / NO |
|-----------------|

Where did you see the advertisement for this position?

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