



# BRANSTON COMMUNITY ACADEMY



Station Road, Branston, Lincoln LN4 1LH

Tel: 01522 880400

Email: [enquiries@branstonca.lincs.sch.uk](mailto:enquiries@branstonca.lincs.sch.uk)

Website: <http://www.branstonca.lincs.sch.uk>

Principal: Mrs J Turner

## APPLICATION FOR EMPLOYMENT – NON-TEACHING STAFF

Please complete this form in black ink or typescript using block letters and return to The Principal at the above address. Separate sheets of information may be attached where necessary. CV only accepted with a completed application form

Post applied for:		
Closing date:		How did you hear of this job?

## PERSONAL DETAILS

Surname:	Forenames:	Title:
Address:	National Insurance number:	
	Current driving licence:	YES/NO
	Superannuation Scheme: <i>(please specify)</i>	
	Are you registered with the DBS Update Service? If Yes, do we have permission to carry out an online check?	
Tel Nos. – Home & Work:	Email address:	
Can you confirm that you are eligible to work in the UK YES/NO <i>Note: - To comply with the Immigration, Asylum and Nationality Act 2006, you will be required to provide evidence of your right to work in the UK if we make you an offer of employment.</i>		If Yes is this eligibility temporary YES/NO Expiry Date:
If the job details indicate that the use of a car is required, do you have		
- a car available for work?	YES/NO	
- a current clean driving licence?	YES/NO	
- any previous motoring offences?	YES/NO	

## EMPLOYMENT HISTORY

Please include in chronological order. Continue on a separate sheet if necessary and attach it securely to your application form.

Name, address and nature of business of present (or most recent) employer	Position held and grade if applicable Please state whether part-time or full-time and number of hours worked	From Month/Year	To Month/Year	Basic Salary & other benefits	Reason for leaving and period of notice required

## PREVIOUS EMPLOYMENT

*(Please give details of all previous employment in chronological order)*

Name and address of employer and nature of business	Position held and grade if applicable. Please state whether part-time or full-time.	From Month/Year	To Month/Year	Final salary at each appointment	Reason for leaving

## EDUCATION/QUALIFICATIONS

### SECONDARY/FURTHER EDUCATION

Name of secondary school/colleges	Dates		Qualifications gained		
	From	To	Subject	Level/Grade	Date

### HIGHER EDUCATION

Name of Colleges/Universities	Dates		F/T or P/T	Qualification gained		
	From	To		Title and subject	Class	Date

<b>MEMBERSHIP OF PROFESSIONAL BODIES</b>				
Name of Professional Body	Membership Grade	Was membership gained through examination	Where	Date

<b>PROFESSIONAL COURSES ATTENDED</b>				
Subject	Organising Body	Date(s)	Duration	Subject

*Successful applicants will be required to provide original documentary evidence of all qualifications stated above.*

**Periods of Unpaid Activity**

Please give reasons and duration for any gaps when you have not been in employment after the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling etc.

Details	Dates (month & year)	
	From	To

**OUTSIDE INTERESTS/ACTIVITIES**

Please state briefly what your main leisure interests and hobbies are, particularly where these are relevant to the position for which you are applying:

**CRIMINAL OFFENCES**

**Please give details of any criminal offence(s) or pending criminal charge(s)**

Criminal convictions (Please read this section carefully)

All applicants are required to provide full details about any criminal record they may have. The successful applicant will be required to make an application to the Disclosure & Barring Services (DBS) for disclosure under the provisions of the Police Act (1977). The Academy will confirm your identity at the interview and submit the application to the DBS, paying the necessary fee. The Academy retains a copy of your DBS certificate on file.

The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The post you are applying for is subject to an enhanced disclosure and you must provide details of all convictions, either in the UK or abroad. for specified offences, adult cautions for specified offences and all convictions that resulted in a custodial sentence

Under the Criminal Justice and Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a "regulated position". The position you are applying for is a "regulated position".

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

You must also inform us if you are on /Barred list, disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. The National College of School Leaders (Formally The General Teaching Council.)

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found Gov.uk website.

Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for.

Following the shortlisting process for this role you will be asked to complete a Self-Declaration for any criminal cautions or convictions. We will treat the information you provide as strictly confidential, and we will only take this into account when the conviction/caution is relevant.

**DBS Update Service**

Are you a registered member of the DBS Update service through payment of an annual subscription?	YES/NO
If <b>Yes</b> , do you give consent to BCA and/or the HR provider to carry out a Status Check on sight of your original certificate?	YES/NO
To enable a Status Check to be carried out, please provide the following information:	
Applicant's Surname (as shown on DBS Certificate):	_____
DBS Certificate Number:	_____

**Do you give permission for BCA to carry out a status check at [www.gov.uk/dbs](http://www.gov.uk/dbs) of your current DBS Certificate?**

Signature .....Date.....

All information provided on this form will be dealt with in accordance with the Data Protection Act 1984 Amended 1998 and subsequent amending Acts.

**MEDICAL INFORMATION**

**Note: A successful candidate will complete a pre-employment Fitness for Task form and may be asked to attend for a medical examination**

If you have suffered from any medical condition which has affected (or might in future affect) your employment, please give details:
Please give details of any absence through ill health (longer than 3 consecutive days) over the past two years:

## REFEREES

**Referees** - If you are in employment, one of your referees must be your current employer and if in education, your Headteacher. Your second referee should ideally be a professional from a different place of work. If you are at present unemployed, one of your two referees should be your last employer or a person who knows you as a helper or volunteer. The referees must not be from the same employer or school. *(If you have worked in an educational establishment this should be the Headteacher).*

References will normally be taken up from your present/last Headteacher and/or present employer prior to shortlisting

<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone no &amp; Email:</b>	<b>Telephone no &amp; Email:</b>
<b>Status:</b>	<b>Status:</b>
<b>Relationship with Applicant</b>	<b>Relationship with Applicant</b>
Type of reference (Academic/Character/Work):	Type of reference (Academic/Character/Work):

References will be taken up after shortlisting and before interview.

May we contact your past/present employer if you are shortlisted? YES/NO

May we seek details of your absence record if you are shortlisted? YES/NO

### Reference Declaration

In compliance with the General Data Protection (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiry date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of the enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

**By signing this application form I am consenting to my named referees bring contacted in accordance with the above.**

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer, that you wish to withdraw your consent.

### Section H – Pension

Are you currently in receipt of a pension from the Local Government Pension Scheme?	Yes/No
Have you elected to OPT-OUT of the Local Government Pension Scheme?	Yes/No If Yes, please provide date
Have you elected to participate in the Part-Time Local Government Pension Scheme?	Yes/No If Yes, please provide date
Have you elected to pay additional Superannuation Contributions through the Pension Scheme?	Yes/No If Yes, please provide date

If yes, please indicate whether these are:		
i) Widower's Contributions	Yes/No	%
ii) Purchase of Past added Years	Yes/No	%
iii) Additional voluntary contributions e.g. via Prudential Assurance Co.	Yes/No	%

**PLEASE USE THIS BOX TO PROVIDE ANY FURTHER INFORMATION TO SUPPORT YOUR APPLICATION**

Please include with this form, a letter of application outlining your suitability and the requirements for the Post, details of your experience and your reasons for applying being limited to 2 sides of A4 font Arial size 12

**Are you, to your knowledge, related to or a personal friend of any employee or governor at the school? YES/NO**

<b>NAME:</b>	<b>POSITION:</b>
<b>RELATIONSHIP:</b>	

A candidate who fails to disclose their relationship to the Headteacher or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.

Do you have any outside private business interests that may conflict with those of the School's business? Yes / No

If yes, please describe your private interest:

*Providing any misleading or false information to support your application or canvassing governors or staff directly or indirectly will disqualify you from appointment or if appointed will render you liable to dismissal without notice.*

**ALL APPOINTMENTS ARE SUBJECT TO THE SATISFACTORY COMPLETION OF A SIX MONTH PROBATIONARY PERIOD**

## **DECLARATION**

### **Declaration**

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read, or had explained to me, and understand, all the questions on this form.
3. I understand that under legislation for the Disclosure and Barring Service, if offered the post, I will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record. I am required to submit my DBS Disclosure within 10 days of receipt to the School Office Manager.
4. I understand that I will be required, if I am offered the post, to submit a pre-employment medical questionnaire and verify any information given.
5. If offered the post I understand that if I give any false inaccurate or misleading information or deliberate/important omissions on this form it may lead to the offer of employment being withdrawn or my dismissal.
6. I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_