

Darwen Aldridge Community Academy

A Specialist Entrepreneurship College



Application For Employment

Introduction

Thank you for showing an interest in our Academy

Our vision is for the Darwen Aldridge Community Academy to be a high achieving, inclusive, forward thinking, innovative and creative Academy. If you are a committed and effective professional who is determined to do the best for young people, we would welcome an application from you and wish you every success.

- Before you begin, please read all the documents enclosed, they are designed to help you.
- Please note that this form is an essential part of The Academy Trust's selection process and you **are also asked to submit a letter of application, describing in some detail your relevant previous experience and achievements and their application to this post. Please include any other information that you feel would be helpful.**
- For photocopying purposes, this form should be completed in black ink. Do not attach any other documents other than a supporting letter. Any relevant documents or publications may be referred to in your letter.

Please return your completed application form to The Principal at the Academy or email to: kath.robinson@daca.uk.com

Note: if you do not receive a further communication from us within four weeks of the closing date, please assume that on this occasion your application has not been successful.



APPLICATION FOR THE POST OF

1 PERSONAL

Please complete this section in block capitals

Mr / Mrs / Miss / Ms Surname Forename(s)

Former Names (if applicable)

DCSF Ref. No

National Insurance Number

Home Address

.....

Post Code

Email:

Telephone No(s) :

Home

School/College

Mob

2 PRESENT POSITION

Present Post

Date Appointed

School/College
(Name, Type and Address)

.....

Post Code

Single Sex or Mixed

Age Range

Number on roll *(Total)*

Number 16+
(If applicable)

Spinal Column Point/Group

Salary £

L.E.A or other Employer *(with address)*

.....

.....

Post Code Tel No.

L.E.A/District/Area Office Address *(where applicable)*

.....

.....

Post Code Tel. No.....

9 REFEREES

Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last Headteacher or employer.

The Academy reserves the right to seek any further references they deem appropriate.

N.B. We will not accept references forwarded with your application form.

Name

Name

Position

Position

Address

Address

.....

.....

Post Code

Post Code

Tel. No.

Tel. No.

Email:

Email:

Note: 'The Academy has an Equal Opportunity in Employment policy as a result no details are requested on this form regarding marital status or previous surnames. Applicants/Candidates are therefore reminded that they may need to contact their referees if their marital status or surname has changed.'

10 DISCLOSURE OF CRIMINAL BACKGROUND

Before Completing this section please read the enclosed advisory notes.

- (a) Have you ever been convicted of a criminal offence or been given an official caution? Yes/No *(delete as appropriate)*
- (b) If **yes**, please provide full details as requested in the advisory notes. Including date of conviction/ caution, court, nature of offence and sentence imposed.
- (c) If appointed, do you give your consent to the information supplied in 10 (a) and (b) above being verified by the police? Failure to consent may prevent your application from being considered further. Yes/No *(delete as appropriate)*

11 MEDICAL HISTORY

How many days sick leave have you taken in the last two years? Days

Have you had any serious illness or injury in the last two years? Yes/No

If YES, please give details:

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.....

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12 CANVASSING

Are you related to any Academy Governors or staff members? Yes/No

If yes, give their name and position:

Canvassing directly or indirectly will disqualify candidates.

13 DECLARATION

In submitting this form to the Academy Trust:

I certify that the information given by me on this application form is to the best of my knowledge correct and complete.

I certify that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body (eg. the General Teaching Council).

I understand that appointment to the advertised post is subject to satisfactory enhanced Criminal Records Bureau (CRB) disclosure.

I understand that, if I am shortlisted, references will be sought, and that the Academy may approach previous employers and/ or educational institutions to verify particular experience or qualifications.

I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.

Signature

Date