

JOB APPLICATION FORM

PLEASE NOTE THAT CV'S WILL NOT BE ACCEPTED.

POST TITLE:
CLOSING DATE:

1. Personal details

Mr/Mrs/Ms/Miss:	Are you applying for a job share? Yes / No
Surname/Last Name:	First Names:
Address:	Telephone Number (Home):
	Telephone Number (Business):
	Telephone Number (Mobile):
	Email:
Post Code:	National Insurance Number:
Teacher No:	Where did you see or hear of this job?

2. Educational / Technical / Professional Qualifications

(Please name any institute or professional body in full, rather than using initials)

Subjects / Qualifications	Where attained	Year from	Year to	Grade

3. Details of relevant training courses

Course subject and provider	Length of course	Year

4. Employment history

Please give details of **all** jobs held including part time and unpaid work, **starting with your present / last employer.**

Employer (Name & Full Address)	Jobs held and main duties	From	To	Salary/ Grade	Reason for leaving

5. Relevant Knowledge, Experience & Skills

Please tell us how your knowledge, experience and skills meet the job requirements described in the person specification.

Please attach your supporting statement on A4 sheets.

6. Final Section

Do you hold a current driving licence? Yes / No

Is it a Full / Provisional / LGV / PCV licence?

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece or step-relative of an existing Governor or employee of The Milton Keynes Academy.

Are you related to an existing Governor or employee of the Academy as described above? Yes / No

If yes, please provide the following details:

Surname/Last Name:

First Names:

Address:

Relationship:

Please indicate two people who can provide references, one of whom **must** be your present/last employer:

Name:

Name:

Address:

Address:

Tel. No.

Tel. No.

E-mail:

E-mail:

Occupation:

Occupation:

Please note references will be taken up prior to interview for all shortlisted candidates.

Please note references will be taken up prior to interview for all shortlisted candidates.

Are there any restrictions to your residence in the UK which might affect your right to take up employment with the Academy? Yes / No

If Yes, please provide details:

If you are successful in your application, would you require a work permit prior to taking up employment?
Yes / No

Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.

Please note, a successful candidate will be required to complete a medical questionnaire and may be asked to attend a medical examination.

I declare that the information I have given is accurate and true

Signed:

Date:

Please return your completed application form to:

The Milton Keynes Academy

Fulwoods Drive

Leadenhall

Milton Keynes

MK6 5LA

Or by email to: careers@miltonkeynesacademy.co.uk

The Milton Keynes Academy is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If my application for a Teaching role at Milton Keynes Academy (MKA) is unsuccessful, I would be happy for MKA to share my details with other schools in the area that may have similar roles available.

Signed _____ Date _____

Print Name _____

Personal Details

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with The Milton Keynes Academy. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the Academy, the information will be used in the administration of your employment with us and to provide you with information about the Academy or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the Academy that you agree to the processing of sensitive personal data, (as described above), in accordance with the Academy's registration with the Data Protection Commissioner.

Declaration of Criminal Offences

The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are therefore required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, an enhanced disclosure request will be made of the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

Failure to declare a conviction may, however, disqualify you from appointment, or result in summary dismissal if the discrepancy comes to light.

Details of offence(s)	Place & Date of Judgement(s)	Sentence(s)

Equal Opportunities Monitoring Form

To help us check that we are employing people fairly, please mark the appropriate sections below.

Please note that the information provided in this section will not be passed to the shortlisting panel and will have no bearing on the appointment decision.

Female	Male	Date of Birth
--------	------	---------------

Do you consider your ethnic origin to be:

White		Mixed		Black	
British		White and Black Caribbean		Black British	
Irish		White and Black African		Caribbean	
Any other white background		White and Asian		African	
		Any other mixed background		Any other black background	
Asian		Any other ethnic group			
Asian British		Chinese / Vietnamese			
Indian		Cypriot Greek			
Pakistani		Cypriot Turkish			
Bangladeshi		Cypriot Other			
Any other Asian Background		Any other ethnic group			

Do you consider yourself to have a disability:

Yes / No

If yes, please state nature of disability:

The Disability Discrimination Act defines disability as

“A physical or mental impairment which has a substantial and long-term effect on the person's ability to carry out normal day-to-day activities”