



Confidential: Protect

Job Application Form

We are committed to equal opportunities in employment, and we positively welcome your application irrespective of your sex, race, colour, ethnic origin, nationality, sexuality, disability, gender identity, marital status, religion, trade union activity or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

- Please read the instructions carefully and answer all relevant sections.
- Ensure you account for any gaps in your employment or education history. This is a safeguarding requirement.
- It is an offence to apply for this role if you are barred from engaging in regulated activity related to children (Keeping Children Safe in Education)
- If using this form electronically, please select the relevant box and a cross will automatically be put in place.
- Submit this form and the Equality Details Form prior to the closing date and time. Incomplete or late applications will not be considered.
- This form may be provided in other formats on request.

1.Vacancy Details

Position Title			
Phases you wish to teach (teaching roles only)	KS3	KS4	KS5
Main subject			
Subsidiary subject			
Other Subject Interests e.g. sport, music, community language (<i>Please give details</i>)			

2.Your Details

First name(s)			
Surname(s)		Title (e.g. Mr, Mrs)	
Preferred Name (if applicable)			
Previous Surname (if applicable)			
National Insurance Number			
Do you have the right to live and work in the UK?	Yes	No	
If yes, please state on what basis:	UK citizen EU settled status Skilled worker visa Graduate visa Youth mobility visa	Other – please provide full details	



Guidance Notes

Every section in the application form must be completed as fully as possible; the information provided must be accurate. It is an offence to provide false information in your application. We do not accept Curriculum Vitae (CVs). When completing the form, please provide your entire work history, including a description of any gaps in this history. This is a safeguarding requirement. You should outline the skills, qualifications and experience you have, which are relevant to the job you are applying for.

'Further information in support of your application' section

This is an important part of the application form, where you have the opportunity to explain why you are suitable for the job you are applying for. Clearly demonstrate how you meet the criteria/competencies for the role (outlined in the Person Specification) giving examples from your personal, educational or work career. If you do not meet all the essential criteria, you are unlikely to be invited to interview.

Declaration of interests and relationships

We ask all potential employees to inform us of any relationships to governors or staff to ensure that everyone is treated fairly and there is no reason why offering a role would create a conflict of interest.

Equality details form

This information is used to monitor our progress as an equal opportunities employer; only collated non-identifiable information will be published.

Confirming the outcome of an application

Due to the volume of applications, it is not possible to respond to them all. Please assume you have been unsuccessful if you have not heard from us within four weeks of the closing date. If you are successful in being shortlisted for interview, we will contact you.

Pre-employment Checks

If you are offered a job the offer will be conditional on satisfactory pre-employment checks including: references, qualifications, evidence of identity and the right to work in the UK (in accordance with the Immigration, Asylum and Nationality Act 2006), as well as a medical questionnaire. We will also carry out an online search to confirm candidate eligibility, and identify any potential safeguarding concerns or risks.

Disclosure and Barring Service (DBS) check

The Academy is legally obliged to process an enhanced DBS check before making appointments to relevant posts. The DBS check will show spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police considered relevant to the role. Any information "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. For posts in regulated activity, the DBS check will include a 'barred list' check. It is an offence to seek employment in regulated activity if you are on a barred list.

Time spent living or working overseas

If you have lived or worked outside the UK within the last five years, the Academy must make further checks to comply with safer recruitment requirements. Completion of the 'overseas confirmation' form is mandatory.

The information you provide on this form will be processed in accordance with the requirements of the General Data Protection Regulations. For further details of how we use the information provided, please refer to our Privacy Notice on the Broadway Academy website: [GDPR Privacy Notice | Broadway Academy \(broadway-academy.co.uk\)](https://broadway-academy.co.uk/GDPR-Privacy-Notice)



Please return your completed application to broadway@hays.com

3. Contact Details

Address		Home Tel. No	
		Mobile Tel. No	
Post Code		Email Address*	
<i>*If provided this will be used for future correspondence.</i>			

4. Employment History

Current Employment

Please provide details of your current employment.

Job Title	Employer Name and Address	Dates		Main Duties (Please state full or part-time)	Reason for Leaving
		From	To		

Previous Employment

Please provide details of previous employment since leaving school, including voluntary work. List the most recent first. Account for any gaps.

Job Title	Employer Name and Address	Dates		Main Duties (Please state full or part-time)	Reason for Leaving
		From	To		



If required, continue on a separate sheet and tick here to confirm you have done so

5. Education and Training Education & Qualifications

Please provide your education and other qualifications (starting with the most recent). Account for any gaps in education. You will be required to produce evidence of qualifications

Dates attended from – to MM/YYYY	School, College or Training Provider	Courses attended/ Qualification gained	Grade/Level

If required, continue on a separate sheet and put a cross here to confirm you have done so

Teaching Registration Status (if applicable)

Please provide details of teacher registration		
Teacher Ref Number:		
Do you have Qualified Teacher Status	Yes	No
If 'Yes', please answer the questions below.		
QTS certificate number (if available)		
Did you gain QTS after May 1999?	Yes	No
Are you a post threshold teacher?	Yes	No
Date of successful application		

Training and Professional Development

Please provide (starting with most recent) training or professional development undertaken (in the last 5 years) relevant to the job you are applying for.			
Dates attended from – to MM/ YYYY	Course title	Education or Training Provider	Qualification gained



If required, continue on a separate sheet and put a cross here to confirm you have done so				

Other Professional Registration

Please provide details of any professional memberships you have which are relevant to the job you are applying for.

Professional membership	
Registration Number:	

Driving Licence

Do you have a valid driving licence	Yes	No
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6. Further Information in Support of your Application

Please provide relevant additional information which demonstrates how you meet the specification for the role.



Further Information in Support of your Application (continued)



If required, continue on a separate sheet and put a cross here to confirm you have done so

7. Reference Details



Please give details of two referees, one of which must be your current or most recent employer. References will not be accepted from relatives or friends and no appointment will be confirmed without first taking up references. Broadway Academy Trust reserves the right to seek any additional references we deem appropriate.

Referee 1 – Current/Most Recent Employer or Educational Establishment

First name(s)		Title (e.g. Mr, Mrs)	
Surname		Job Title	
Organisation		Relationship	
Address			
Post Code		Tel. No	
Email address			
Can we seek this reference without further consent from you?		Yes	No

Referee 2

First name(s)		Title (e.g. Mr, Mrs)	
Surname		Job Title	
Organisation		Relationship	
Address			
Post Code		Tel. No	
Email address			
Can we seek this reference without further consent from you?		Yes	No

8. Relationships

Are you related to or in a personal or business relationship with any governor, employee or student of Broadway Academy?		Yes	No
If YES, please provide details:			
Name	Relationship to you	Role at Broadway Academy	

9. Flexible Working

Generally, all jobs can be open to part-time or job share arrangements (where a position may be split into two part-time positions) unless there are compelling and objectively justified reasons to the contrary.



Do you wish to apply for the position on a part-time or job-share basis?

Yes

No

If YES, this will be discussed with you if you are short-listed for interview.

10. Disability Requirements

We positively encourage applications from disabled people who have the necessary skills and experience for the post. If you have a disability or impairment, please outline below any reasonable adjustments you require to attend for an interview.

Do you require reasonable adjustments for your interview?

Yes

No

If YES, please specify below

11. Retirement

Are you in receipt of a Teachers' Pension?

Yes

No

If yes, state date effective from and the type of pension you are receiving? i.e. Actuarially Reduced Benefits, Age, Phased, Premature or Ill Health retirement:

12. Dismissal

Have you ever been dismissed from a school for misconduct?

Yes

No

If YES, date

Name of School & LA

If YES, please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with your application.

13. Compulsory declaration of any convictions, cautions, reprimands, warnings or bind-overs

If you are shortlisted you will be required to complete a 'Disclosure of Criminal Record' form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. A disclosure will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a 'regulated position' under the Under the Criminal Justice & Courts Services Act 2000. Please refer to Broadway Academy's Safer Recruitment Procedure, available with the application pack for this role.

14. Declarations



By making this application, I consent to the information within this form being processed and retained for recruitment, selection and employment related purposes only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature		Date	
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Please return your completed application to broadway@hays.com