

## Application for employment with Ormiston Park Academy

**PLEASE COMPLETE THIS FORM USING BLACK INK**

<b>Post Applied for:</b>  <b>Where did you see the position advertised:</b>	<b>Your application should be returned to:</b>  <b>Human Resources Department</b> <b>Ormiston Park Academy</b> <b>Belhus Park Lane</b> <b>Aveley, Essex RM15 4RU</b> <b>or emailed to vacancies@ormistonpark.org.uk</b>
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### PERSONAL DETAILS

<b>Forename:</b>	<b>Surname:</b>
<b>Title:</b> <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr  <input type="checkbox"/> <b>Other (please state):</b>	<b>Previous Surname:</b>
<b>Home Address:</b>	<b>Daytime Telephone No:</b>
<b>Post Code:</b>	<b>Evening Telephone No:</b>
	<b>Mobile Telephone No:</b>
	<b>E-mail Address:</b>
	<b>Do you hold a current driving licence   YES/ NO</b>

<b>National Insurance Number</b>
<b>DfE Number (if applicable)</b>


### REFERENCES

Please give details of two referees who may be asked to provide confidential information. One should be your current employer. Referees will not be approached without your permission. Please indicate whether we can approach your referees before interview (please tick relevant box.)

Name	Address	Telephone No., Fax No./e mail address	Occupation	Are you happy for us to contact before interview?	
1.				YES	
				NO	
2.				YES	
				NO	

<b>Present Post:</b>	
<b>School / Company:</b>	<b>Employer:</b>
<b>Current Salary:</b>	<b>Scale Point (if applicable):</b>

**SECONDARY SCHOOLS ATTENDED**

<b>Name of School</b>	<b>From</b>	<b>To</b>	<b>Examination Results</b>

**HIGHER EDUCATION**

<b>Institution</b>	<b>From</b>	<b>To</b>	<b>Qualifications gained/Class of degree (if appropriate)</b>

**For Teaching Applications Only**

Do you have Qualified Teacher Status (QTS)? **YES/NO**

Teaching Qualifications	Institution	Date Obtained
<b>Subjects Studied</b>		
Main:	Subsidiary:	
Age range for which trained:		

**ALL EMPLOYMENT HISTORY: (in chronological order, current or most recent first)**

*N.B – Please explain any employment gaps in your supporting statement*

School and Type/Employer	Position Held	Full Time/ Part Time	Dates		Reason for Leaving	Salary / Wage
			From	To		

**OTHER COURSES/TRAINING**

Please give details of any courses attended which you consider particularly relevant to your application

Course Title	Dates	Duration	Qualifications (if any)

**EMPLOYMENT ISSUES**

In the event of you being granted an interview in connection with this application and/or being offered employment, are there any special arrangements which you would wish us to make on your behalf?

**YES / NO**

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_

Hobbies / Interests / Achievements

## **STATEMENT IN SUPPORT OF YOUR APPLICATION**

You are also invited to submit a statement in support of your application. This should be attached on separate sheets and written in black ink or typed.

**How did you learn of this vacancy?** \_\_\_\_\_

### **Important Notes**

#### **Rehabilitation of Offenders Act (1974)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act must be declared. If the job for which you have applied involves substantial access to children and if you are called for interview, we urge you to disclose any previous criminal background. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied but will be indicated on the Criminal Records Bureau document. Failure to inform the Academy of a Criminal Record will be taken into consideration if convictions are indicated on the CRB document. If you are the successful applicant you will be provided with a Criminal Records Bureau disclosure, application and consent form. Failure to complete this form will result in your application not proceeding any further. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

<b>Conviction</b>	<b>Date</b>	<b>Description and outcome</b>

#### **Policy Statement**

Ormiston Park Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Ormiston Park Academy is an equal opportunities employer and expects all staff and volunteers to uphold its equal opportunities policies.

## **DECLARATION**

If a candidate for any appointment canvasses a member of Ormiston Park Academy's Senior Leadership Team or Governing body, either directly or indirectly, she/he shall thereby be disqualified from the appointment.

I confirm that the information I have provided is true and accurate

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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## **FOR OFFICE USE ONLY**

<b>Date Received</b>			
<b>Shortlisted for interview:</b>	<b>YES/NO</b>	<b>Short listing Date</b>	
<b>References Requested</b>	<b>YES/NO</b>	<b>Date</b>	
<b>References Received</b>	<b>YES/NO</b>	<b>Date</b>	

# EQUAL OPPORTUNITIES MONITORING FORM

Ormiston Park Academy, as an equal opportunities employer intends that no applicant or employee shall receive less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability, age, religion or sexual orientation or be disadvantaged by condition or requirements which cannot be shown to be justifiable.

In order to ensure the effectiveness of the above, in relation to the recruitment and selection of staff, all applicants are requested to complete this form. Only by collecting this information can Ormiston Park progressively assess its performance against the aims and identify areas where improvements should be made.

**This information will not be circulated to the selection panel but will form part of the personal confidential record of the successful applicant. This form when completed should be returned with the Application Form.**

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## General

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Post Applied for

Vacancy reference FOR OFFICE USE ONLY

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Gender Male  Female  Marital Status Single  Married  Divorced  Widowed

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Date of Birth	D	M	Y	Age 16-19	20-29	30-39	40-49	50-59	60-65	Over 65

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## Ethnic Origins

I would describe my ethnic origin as:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Asian or Asian British – Indian    | <input type="checkbox"/> Asian or Asian British Pakistani |
| <input type="checkbox"/> Black or Black British – African     | <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Black or Black British *         |
| <input type="checkbox"/> Mixed – White and Black African      | <input type="checkbox"/> Mixed – White and Black Caribbean  | <input type="checkbox"/> Asian or Asian British *         |
| <input type="checkbox"/> Mixed – White and Asian              | <input type="checkbox"/> Mixed – any other Black background | <input type="checkbox"/> White British                    |
| <input type="checkbox"/> White Irish                          | <input type="checkbox"/> White - any other background       | <input type="checkbox"/> Chinese                          |
|   |   | <input type="checkbox"/> Other                            |

These descriptions reflect the ethnicity categories used in the National Census

- Any other Black Background

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## Disability

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Do you consider yourself to have a disability?  Yes  No

**The Disability Discriminations Act 1995 defines a disabled person as ‘a person with a physical or mental impairment which has a substantial long-term effect on day-day activities’.**

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Please identify any access needs below:

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Please give details of any special facilities or practical arrangements we can make to help you throughout the recruitment process, e.g. we would organise a sign language interpreter, or large print computer software (please contact our personnel team to discuss your requirements):

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Please also give details of any adjustments that may be required to the workplace or duties and equipment that will help you perform the role:

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