

The Bridge Academy, Hackney is committed to equal opportunities in employment and we positively welcome your application irrespective of your colour, race, creed, nationality, ethnic origin, religion or belief, age, gender, sexual orientation or disability or because you are married or are a civil partner.

**JOB APPLICATION FORM - NON - TEACHING POSTS**

|  |
| --- |
| **1. VACANCY DETAILS**  Position Applied For: …………………………………………………………………………………………………………………………………. |

|  |  |
| --- | --- |
| **2. PERSONAL DETAILS**  First Name(s): …………………..…..…………………….…. Surname: ……………………………….…..……………………………..……  Any Previous Name/s: ……………………..……..……… Preferred Title: (if any)………………………………………………….…  National Insurance Number:………………………………………  Daytime Tel. No: ………..…………..…………..…………. Evening Tel. No: ………....…………………………………………………  Mobile Tel No: ……………………………………………….. Email Address: …………………………………...…………………………  Current Address: ………………………………………….…………………………………………………………………………………………  …………………………………………….…………………………. Postcode: …………….…………………………………………………………  Living at Current Address Since: (MM/YYYY): ……………………………………………………………  Correspondence Address (if different from above): ……………………………….…………………………………………………..  ………………………………………………………..…………………………………………………………………………………………………..……  Postcode: …………………………………………………..….. Tel No: ……..………………………………….……………………………… | |
| Have you ever lived and worked abroad?  Yes/No  If yes, please state the country, month, year and the duration: | Do you require a certificate of sponsorship?**\*** Yes/No  (\* Eligibility to work in the United Kingdom) |

|  |  |  |
| --- | --- | --- |
| Have you applied for a post at The Bridge Academy in the past? | \*YES | NO |

\*If yes, please state when you applied for this post and whether the application was for the same post or a different post:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. EDUCATION DETAILS**

**SECONDARY - EARLIEST FIRST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | | Name of School/College | Subjects | Type of Exam | Grades | Date Gained |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**FURTHER/HIGHER EDUCATION - EARLIEST FIRST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates | | Institutions Attended | Cert, Diploma, Degree, Higher Degree | Class/Div Obtained | Date Gained/ Expected |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**4. PREVIOUS EMPLOYMENT /WORK PLACEMENTS/EXPERIENCE**

Please complete the following starting with your current employment and providing a full history since leaving secondary education. Please include all employment including part-time or voluntary work. Any employment with supply agencies must show the agency as the employer, together with the organisation where the work was carried out. Please also include any breaks in employment history together with the reason for the break. **Please ensure that your current annual salary or hourly pay is accurate.**

**Notice Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | | Employers Name | Employers Address | Position Held | Annual Salary/  Hourly Pay | F/t P/t | Hrs per wk | Duties and Responsibilities | Reason for Leaving/Reason for break in employment |
| From Mth/Yr | To Mth/Yr |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**5. IN SERVICE TRAINING/PROFESSIONAL DEVELOPMENT (EARLIEST FIRST)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/s | | Organising Body | Course Title | Length of Course |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. INTERESTS IN AND BEYOND EDUCATION**

|  |
| --- |
|  |

**7. DECLARATION OF ANY RELATIONSHIPS**

Please state whether, to the best of your knowledge, you are related to or have a close relationship with any existing employees or governors of The Bridge Academy. (State the name and post title of the person and your relationship to that person.)

**SUPPORTING STATEMENT**

On no more than a total of two sides of A4 please provide evidence for the criteria detailed in the job specification and state why you would be the most suitable candidate for this role, taking into account the duties and responsibilities outlined in the job description.

|  |  |
| --- | --- |
| **8. REFERENCES**  Please give the name of two referees who have known you in a professional capacity (one of whom should be your current or most recent employer.) Please note referees should not be relatives or people acting solely in the capacity of friends. **In line with Keeping Children Safe in Education guidance, your referees will be contacted prior to your interview.** Please complete this section clearly and fully. **We will not accept personal contact details.** | |
| **CURRENT OR MOST RECENT EMPLOYER**  **-----------------------------------------------------------------------------**  Name of organisation:  Referee Name:  Post:  Relationship to You:  Address:  Postcode:  Telephone No:  Email Address:  Fax No: | **PREVIOUS EMPLOYER**  ------------------------------------------------------------------------  Name of organisation:  Referee Name:  Post:  Relationship to You:  Address:  Postcode:  Telephone No:  Email Address:  Fax No: |

|  |
| --- |
| **9. DATA PROTECTION**  Information from this application may be processed for purposes permitted under the General Data Protection Regulation (GDPR) (EU) 2016/679.  The Bridge Academy treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our school workforce privacy notice which is available on our website: <https://www.bridgeacademy.hackney.sch.uk/Current-Vacancies/>. Please ensure that you read this document before you sign this section.  I hereby give my consent to The Bridge Academy processing the data supplied in this application form for the purpose of recruitment and selection. Please tick as appropriate: Yes No  Signature: …………………………..……………………….. Date: ……………….………………………… |

|  |
| --- |
| **10. CONFIRMATION OF DETAILS**  I hereby certify that all the information given on this form is correct to the best of my knowledge and that all the questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that it is an offence to apply for this role if I am barred from engaging in regulated activity relevant to children. I understand that should the information given in this application be incorrect, it may render my application invalid.  Signature: ……………………….………………………….. Date: ……………..………………..…………….  Print Name: …………………………………………………………………………………………………………… |