

Job Application Form



Please **do not** complete on Apple Macs using the application Preview.
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Post Title:

Closing Date:

1. Personal Details

Title: Mr Mrs Ms Miss Other

First Names:

Surname/Last Name:

Address:

Post Code:

Telephone No. (Home): Telephone No. (Business):

Telephone No. (Mobile): Email:

N.I. No: DCSF No:

GTC Registration No. (if applying for a teaching post):

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.

6. Final Section

Do you hold a current driving licence? Yes No
Type of licence: Full Provisional LGV PCV

If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview?
For example, please let us know if you need wheelchair access, a sign language interpreter, etc.

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 or niece 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:

Name:
Address:
Post Code: Relationship:

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

Reference 1

Name:
Address:
Telephone No: Email:
Occupation:

Reference 2

Name:
Address:
Telephone No: Email:
Occupation:

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.

6. Final Section (continued)

Please state the number of days you have been absent from work due to sickness in the past 24 months:

How many periods of absence does this represent?

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

7. Signature

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

Signed:

Date:

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, a disclosure request will be made of the Criminal Records Bureau (CRB) 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)

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.

Equal Opportunities Monitoring

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

Female Male Date of Birth:

Do you consider your ethnic origin to be:

White

- British
- Irish
- Any other white background

Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other mixed background

Black

- Black British
- Caribbean
- African
- Any other black background

Asian

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

Other ethnic group

- Chinese/Vietnamese
- Cypriot Greek
- Cypriot Turkish
- Cypriot Other
- 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”.

Please return your completed application form to:

The Milton Keynes Academy
Fulwoods Drive, Leadenhall, Milton Keynes. MK6 5LA

Or email to: careers@miltonkeynesacademy.co.uk

www.miltonkeynesacademy.co.uk

