



# Job Application Form

|   |   |
|---|---|
| <b>Joseph Leckie Academy</b><br><b>Walstead Road West</b><br><b>Walsall WS5 4PG</b> | Please complete the form in <b>black ink</b> or type and return to the Principal at Joseph Leckie Academy |
| <b>Post:</b>  | <b>Closing Date:</b>  |

|   |                                 |
|---|---------------------------------|
| <b>Present/Most Recent Employer</b>       |                                 |
| <b>Job title</b><br>.....                 | <b>Date appointed</b><br>.....  |
| <b>Employer</b><br>.....                  | <b>Salary range</b><br>.....    |
| <b>Address</b><br>.....<br>.....<br>..... | <b>Present salary</b><br>.....  |
|   | <b>Notice period</b><br>.....   |
|   | <b>Date of leaving</b><br>..... |

**Describe the main activities of your present/most recent job**  
(further details can be provided in your supporting information)

**Previous Employment (most recent first)**

| Actual dates<br>From To | Employers name and<br>address | Position held and reason for leaving |
|-------------------------|-------------------------------|--------------------------------------|
|                         |                               |                                      |

**Educational/Professional/Vocational qualifications**

| Qualifications<br>Eg. GCSE; AS/A2 level; NVQ's;<br>Degree; Professional<br>qualifications | Subjects | Grade | Date<br>Gained |
|---|----------|-------|----------------|
|   |          |       |                |

**Job related training** (give details of any training courses attended)

**Candidates with disabilities**

Joseph Leckie Academy will guarantee an interview for any disabled candidate who meets the criteria for the job. In order to help us fulfil this commitment, if you have a disability please tell us about any special requirements or equipment which may assist you:

- During the interview/selection process   
.....
- In carrying out the job   
.....

Whilst we would encourage you to complete this section in order that we can meet any special requirements you may have, completion is optional.

**Criminal Disclosure & Rehabilitation of Offenders Act Exceptions Order 2001**

Where the post you are applying for requires a criminal record check (disclosure) prior to appointment, you are required to declare both 'spent' and 'unspent' convictions and will be questioned on this at interview.

In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability.

**Membership of Professional Institutions**

(Stage level and date of Membership and whether gained by examination)

**Referees:**

| Present Employer <input type="checkbox"/> tick box if you require no contact prior to interview | Previous Employer         |
|---|---------------------------|
| 1. Name<br>.....  | 2. Name<br>.....          |
| Occupation<br>.....   | Occupation<br>.....       |
| Address<br>.....<br>.....   | Address<br>.....<br>..... |
| Telephone No:<br>.....  | Telephone No:<br>.....    |
| Email Address<br>.....  | Email Address<br>.....    |

**Please note that one of the referees must be your present/most recent employer**

**Other information**

Do you hold a valid driving licence?..... Yes       No

If yes, please specify type:

.....

**Supporting Information**

Using the job description and employee specification as a guide give examples of your abilities and experience gained in paid or voluntary work or leisure activities, which will enable you to carry out the main activities of this job. Continue on a separate sheet if necessary.

## Data Protection Act 1998

The information contained in this application form will be used to monitor the effectiveness of Joseph Leckie Academy's policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable.

The information may be disclosed to the following third parties:

- Survey and research organizations
- Organisations that monitor the improper use of public funds
- Local government authorities
- Central government authorities
- Law enforcement authorities

Application forms of unsuccessful candidates will be destroyed within six to seven months from the date the post was appointed to.

Surname: .....

First names: .....

Address: .....

Home tel no:  
.....

Date of birth:  
.....

Preferred title

(Mr/Mrs/Miss/Ms) Delete as appropriate

National Insurance No:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Work tel no:  
.....

Email Address  
.....

### Other Information:

Are you currently employed by Joseph Leckie Academy?

Yes

No

Are you related to any Governor or Employee of Joseph Leckie Academy?

Yes

No

If yes state the name and relationship, plus the job title.

Details of the relationships which you are requested to disclose include:-

- a) Partners b) Co-habitees and c) 'step' relationships. This is not an exhaustive list and is intended for guidance purposes only and there may be other relationships you wish to disclose.

### Declaration:

Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I confirm that the information contained in this application form is correct and that I have not omitted any relevant details.

I understand that canvassing a Governor or Employee of Joseph Leckie Academy will disqualify my application.

Signature: .....

Date: .....

## Equal Opportunities

Joseph Leckie Academy is committed and working towards equal opportunity in employment.

In order to monitor the progress of our recruitment and selection practices we need from you the personal details asked for on this tear-off slip.

This personal information will be kept securely in the Human Resources Unit and not made available to anyone before or during shortlisting to ensure that only your abilities, experience and qualifications are considered.

C.V's cannot be accepted because of the difficulty of removing personal details which would identify you.

### Please remember to:

1. Check that you have completed all 6 pages of this application form.
2. Sign the declaration on page 5.
3. Return the form on or before the close date to: **The Principal at Joseph Leckie Academy**

Please tick

**Sex:**  Female  Male

**Age:**  16-18  19-25  26-35  36-45  46-55  56-65

How would you describe your Ethnic Origin?

White:  British  
 Irish  
 Other White

Asian -  
Or Asian  
British

Indian  
 Pakistani  
 Bangladeshi  
 Other Asian

Black –  
Or Black  
British

Black Caribbean  
 Black African  
 Other Black

Mixed:  White and Black  
 Caribbean  
 White and Black African  
 White and Asian  
 Other Mixed

Chinese –  
Or Other  
Ethnic Group

Chinese  
 Other Ethnic Group

Under the Disability Discrimination Act 1995 the definition of disability is:  
"A person has a disability for the purpose of this Act if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities".

Do you have such a disability?

Yes  No

Did you see the Job advertised in Job Shop/Walsall Council?  Yes  No

Did you see the Job advertised in another publication or website?  Yes  No

If yes, state which publication/website:

Did you see the Job advertised in the Jobcentre?  Yes  No

How did you request this form:  Internet  SIMS  Text  Telephone  
 Other Please specify

### Job Sharing:

Do you wish to job share the position you are applying for?  
 Yes  No

### Work Permit

Do you need a work permit to work in the UK?  
 Yes  No

School:

Post:

Closing Date: