



Joseph Leckie  
Academy

# Job Application Form Support Staff



### How to complete this form:

- ◆ Read all the information, guidance notes, job description and person specification before you complete this application form
  - ◆ Type or write neatly in black ink, as this form may be photocopied
    - ◆ Do not attach a CV, as the Academy will not consider it
  - ◆ A letter of application may be required for this post (please see job advert)
    - ◆ Answer all the questions
- ◆ Continue on a separate sheet if you do not have enough room for your answers
  - ◆ Please ensure that you complete the declaration in Section 7 of this form.

All data is held in accordance with the Data Protection Act 2018 and will be kept on file for at least 6 months from the date of application.

Once completed, please return this form to: Sam Richards, Joseph Leckie Academy Walstead Road West, Walsall, WS5 4PG or via email

[s.richards@josephleckieacademy.co.uk](mailto:s.richards@josephleckieacademy.co.uk)

If you have any queries regarding your application, please contact Sam Richards on 01922 721071.

## Guidance Notes for Applicants

Applicants are requested to read carefully the following notes and any further particulars for the post before signing the declaration in Section 7.

### (i) Acknowledgement of Applications

Your application for this post will only be acknowledged if you enclose with it a stamped addressed envelope.

### (ii) Notification of Result

It is the policy of Joseph Leckie Academy that, in order to keep administrative costs to a minimum, notice of the result of an application shall not be sent to an unsuccessful candidate who is not called for interview for any post. If, therefore, you do not hear within 6 weeks of the closing date for applications for this post, you should normally assume that an appointment has been made.

### (iii) Disclosure of Relationship

A candidate for any post at Joseph Leckie Academy who knows that he/she is related to any governor or employee of Joseph Leckie Academy, must disclose the relationship.

### (iv) Canvassing

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

**Post:** ..... **Closing Date:** .....

## Section 1: Employment

### a. Present Appointment (or most recent)

Post Held: .....	Date appointed: .....
Employer Address: .....	Present Salary: .....
..... Post Code:.....	
Group of Schools (if applicable) .....	Allowances (state which and amount): .....
Local Education Authority (if applicable): .....	Earliest date on which you could take up appointment: .....
Brief description of current duties and responsibilities:	
.....	

### b. Previous Employment (in chronological order, beginning with the most recent).

Employers Name and Address	Position held and reason for leaving	Period of Service (dd/mm/yy)	
		From	To
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Please continue on a separate A4 sheet if necessary.

## Section 2: Education

### a. All qualifications, in chronological order

For Teaching Qualifications please include details of any special areas of study, including student age ranges.

Name and Address of Establishment	From (mm/yy)	To (mm/yy)	Full-time or part-time	Qualification	Date Awarded

Please continue on a separate A4 sheet if necessary.

### b. Courses attended during the last 5 years.

Course	Date	Qualification Achieved (if applicable)

Please continue on a separate A4 sheet if necessary.

### Section 3: Other Information

#### a. Membership of Professional Institutions

Institution Name & Address	Stage/Level	Gained by Exam?
		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please include date gained: .....
		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please include date gained: .....
		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please include date gained: .....
		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please include date gained: .....
		<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please include date gained: .....

#### b. Driving Licence

Do you hold a valid Driving Licence?  Yes  No

If 'Yes', please specify the type: .....

#### c. Disclosure of Relationships

Are you related to any employee or governor of Joseph Leckie Academy?  Yes  No

If 'Yes', please state the individual's:

Name: .....

Job Title: .....

#### d. Candidates with Disabilities

Joseph Leckie Academy will guarantee an interview for any disabled candidate that 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 you are applying for

.....

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

### **e. Personal Statement**

In support of your application you are invited to attach a statement giving your reasons for applying for this post. Please include any information which you consider relevant to this application. This is a very important part of the information you supply to us.

Please refer to the job advert relevant to the vacancy as a letter may be required to support your application form. If required, please complete on a separate sheet of paper and do not complete the personal statement below.

Please continue on a separate A4 sheet if necessary.

## Section 4: References

Please give names, addresses, telephone numbers, email addresses and status of two referees who have given permission for their names to be used and to whom the appointing body may refer as to your suitability for the post. One reference should be from your current/most recent employer. Referees should not be relatives or friends.

Reference 1	Reference 2
<b>Name:</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Position:</b> .....
<b>Address:</b> .....	<b>Address:</b> .....
.....	.....
<b>Telephone No.:</b> .....	<b>Telephone No.:</b> .....
<b>email:</b> .....	<b>email:</b> .....

If either of your references know you by a different name, please state it below:

.....

## Section 5: Criminal Disclosure and Rehabilitation of Offenders Act (1974)

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974). Joseph Leckie Academy requires you to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings, including dates, the offence(s), sentences, and the court or police force which dealt with the offence. Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out. Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

**You are required to complete the following declarations:**

**I do not have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/ or pending prosecution(s)

**I am not** barred from working with children by the DBS, the TRA (Teaching Regulation Agency) or any other organisations

**I have not** been subject to any disciplinary action in my current or previous positions or had any allegations made against me

**I do not** have any restriction on being resident or employed in the UK

**I have not** lived outside of the UK for more than 3 months in the past 5 years

If you unable to tick one or more of the above declarations, please provide information below. Any information given will be kept confidential and will only be considered in relation to the job you are applying for.

.....  
.....  
.....

## Section 6: Personal Details

<b>Title (Dr/Mr/Miss/Ms/Mrs):</b>	.....
<b>Last name:</b>	.....
<b>First name:</b>	.....
<b>Previous names (if applicable):</b>	.....
<b>Address:</b>	..... ..... .....
	..... Post Code: .....
<b>Date of Birth (dd/mm/yy):</b>	.....
<b>National Insurance No.:</b>	.....
<b>DCFS Ref. No.:</b>	.....
<b>Date of recognition as qualified teacher (dd/mm/yy):</b>	.....
<b>Home Telephone No.:</b>	.....
<b>Mobile Telephone No.:</b>	.....
<b>Work Telephone No.:</b>	.....
<b>Email Address:</b>	.....

## Section 7: Declaration

Having read the contents of this form, I hereby apply for the post at Joseph Leckie Academy in accordance with the conditions stated therein. I declare that information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary and/or exclusion from shortlisting.

Print Name: .....

Signature: .....

Date: .....



## Monitoring

Joseph Leckie Academy is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination. Job applicants are considered only on their ability to do the job for which they are applying. To see whether this policy is having any effect we need to monitor the sex, marital status, age, ethnic origin and disabilities of job applicants and you are therefore requested to provide personal details on this tear-off slip.

The information will be used ONLY to monitor practices and will be treated confidentially. It will not be revealed outside the Academy except as part of an overall equal opportunities statistical report which could not identify individuals. All unsuccessful application forms are destroyed after six months.

Please tick as appropriate:

**Sex:**  Female  Male

**Age:**  Below 26  36 – 45  56 – 65  
 26 – 35  46 – 55  Over 65

### Ethnicity:

<b>WHITE</b> <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Traveller of Irish Heritage <input type="checkbox"/> Gypsy or Roma <input type="checkbox"/> Any other white background	<b>ASIAN or ASIAN BRITISH</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background
<b>MIXED</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background	<b>BLACK or BLACK BRITISH</b> <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Any other Black background
<b>CHINESE and OTHER GROUPS</b> <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic background	<input type="checkbox"/> I do not wish an ethnic group to be recorded

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

Under the Disability Discrimination Act 1995, the definition of disability is:

'A physical or mental impairment which has substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.'

Do you have such a disability?  Yes  No

Did you see the job advertised on Walsall Council website/Jobshop?  Yes  No

Did you see the job advertised in TES/TES website?  Yes  No

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

If 'Yes' please state which publication or website: .....