

**IMPORTANT – Before filling in this form, please read the additional information for applicants carefully. Please complete in BLACK ink or TYPE. CVs will not be considered**

**CONFIDENTAIL**

**JOB APPLICATION FORM**

**JOB DETAILS**

 **Closing Date:**

**PERSONAL DETAILS**

Title Surname First Names

Previous Names Preferred first name

(If any)

Telephone

Address

Postcode

Day

Evening

Mobile

Email

If an email address is provided this will be used as method of communication

**PRESENT OR MOST RECENT EMPLOYER**

Employer and address Job title

 Annual salary of full Start date

 time equivalent

 Notice required if

 working

 Reason for leaving

 and date (if applicable)

Brief details of main duties and responsibilities

Brief details of main duties and responsibilities continued…

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

**PREVIOUS EMPLOYMENT**

Dates

From To

Job title and main duties

Employer and

Address

Reason for leaving

Please give details of your education and qualifications.

Dates

From To

Qualifications(s) or

Outcome

Course title/subject

Establishments attended

**EDUCATION**

Please give details of any relevant training. This section will not be relevant to some jobs.

**PROFESSIONAL AND VOCATIONAL TRAINING**

Establishment attended

Course

Qualification(s) or

Outcome

Dates

From To

Please give further details about why you are suitable for the post, evidencing your previous experience, skills, abilities and knowledge as related to the requirements detailed in the job and person profile. Please continue on a separate sheet if necessary.

**SUITABILTY FOR JOB**

Please give details of two people we may contact for references. Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for detailed information including disciplinary issues and sickness absence where appropriate.

Name of your first referee Name of your second referee

Their job title Their job title

Their relationship to you e.g. line manager but, when applying

for post based in school. This should be the head teacher or Their relationship to you e.g. line manager

senior manager.

Organisation and address Organisation and address

Telephone Telephone

Can we contact you present employer for a reference before an offer of employment is made? Yes No

Details of your sickness absences will only be requested if you are the successful candidate. For these posts you must give your current employer or most recent employer and, where possible, another professional referee. Referees cannot be family or people writing solely in the capacity of a friend.

**REFERNCES**

Email

Email

Postcode

Postcode

Postcode

**DISCLOSURE OF CRIMINAL RECORDS**

If you are the successful candidate we will ask you disclose and criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes No

If Yes, please give dates and countries

I declare that the information on this form is true and accurate that providing misleading or false information will disqualify me from the appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice – the information contained in this form, and any other information received on or on behalf of BWE relating to your application will be processed by BWE as part of its legitimate interest in administering the recruitment process. Your personal details will be held only for this purpose. Your data will only be accessed by employees in the legitimate performance of their duties in accordance with the Data Protection Act (2018) and the General Data Protection Regulation.

Signature Date

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

**DECLARATION**