



Job Application Form

Job Title: _____ Ref. no: _____

Closing date: _____ App. no: _____

When you have completed this form please check you have filled in all the relevant parts and you have signed the form. Thank you. Please return your completed form to: **The Orchard School, Causeway Green Road, Oldbury, West Midlands B68 8LD.**

Please do not send CVs, these will not be accepted. If you need help filling in the form, please call Personnel on 0121 569 7040. Canvassing Governors or members of The School, either directly or indirectly, for any appointment shall disqualify the candidate concerned.

Section 1: Personal details

First name(s): _____ Mr/Mrs/Miss/Ms/Dr (delete as appropriate) _____

Surname: _____ Previous surname(s): _____

Address: _____ Home telephone: _____

_____ Mobile: _____

_____ Work telephone: _____

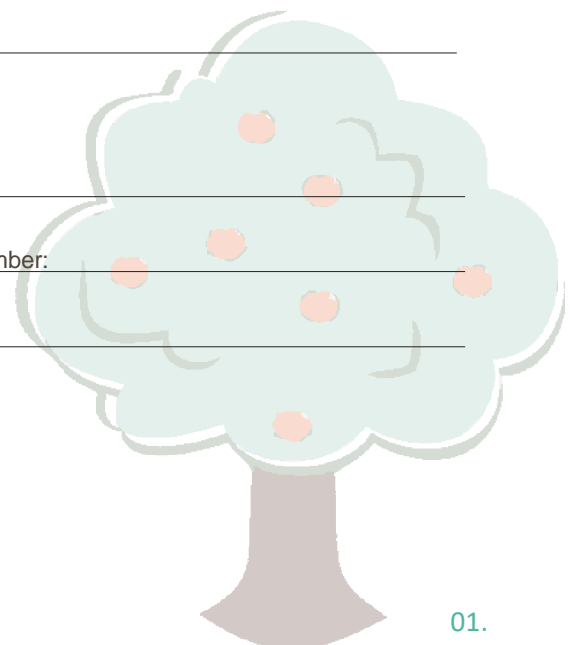
Post Code: _____ Email address: _____

NI number: _____ Date of birth: _____

Details of person to contact in an emergency:

Name: _____ Relationship: _____

Address: _____ Telephone number: _____



To the best of your knowledge, are you related to any employee of The Orchard School?

Yes

No

If YES, please give details:

In which publication did you see the advertisement for this post?

Do you need a work permit to work in the UK?

Yes

No

Equal opportunities

The Orchard School is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. The information requested below will ONLY be used to monitor The School's practices and will be treated confidentially. **If you fail to complete this page fully, it will be viewed as indicating your implied opposition to the Equality Policy and your application will not be accepted.**

Gender (please tick)

Male

Female

Ethnicity

White
(please tick)

British

Irish

European

Any other White
background
(Please write in)

Mixed
(please tick)

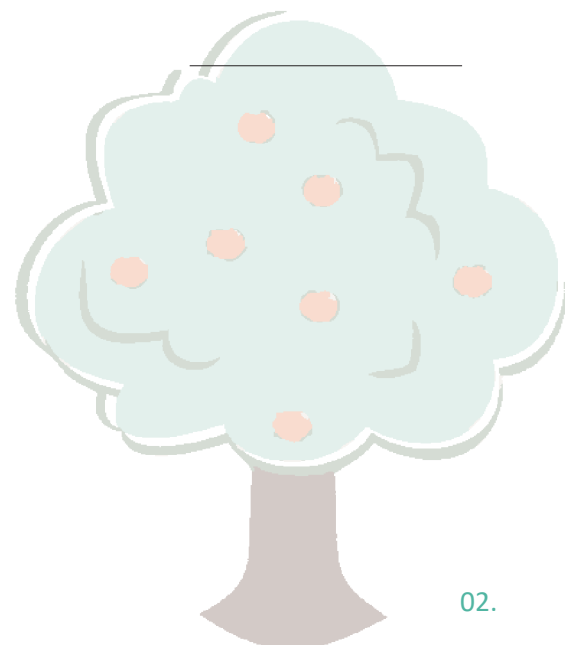
White & Black
Caribbean

White & Black
African

White & Asian

Any other mixed
background

(Please write in)



Black or Black British Caribbean
 (Please tick)

African

Any other Black background
 (Please write in)

Chinese, Yemini or other ethnic group Chinese
 (Please tick)

Yemini

Other
 (Please write in)

Asian or Asian British Indian
 (Please tick)

Sikh

Pakistani

Bangladeshi

Any other Asian background
 (Please write in)

Disability

Do you have or had in the past, any disability which makes it difficult for you to carry out normal day to day activities?
 (Please tick) Yes No

If YES, please provide details of your disability: _____

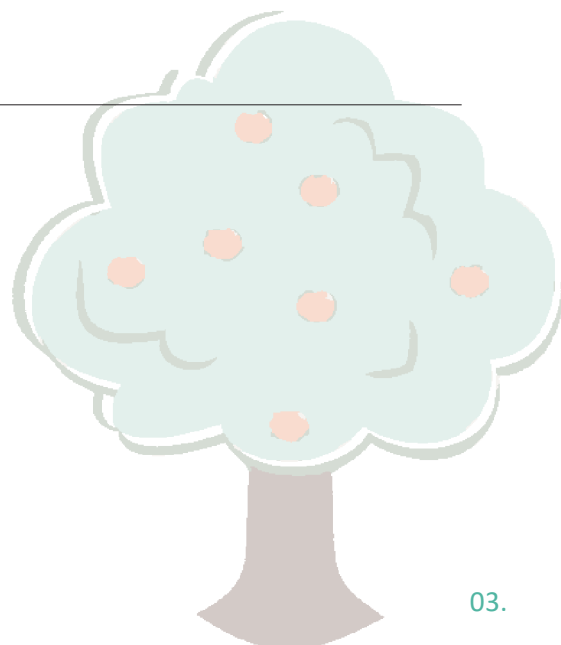
Please identify any special requirements or equipment which may assist you:

a) in the recruitment process _____

b) to enable you to carry out your job _____

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form will justify dismissal from The Orchard School.

Signature _____ Date _____



Section 2: About you

Please detail below your current (or last) job.

Current/last job held: _____

Name and address of employer: _____

Salary/wages: _____ Grade/scale: _____

How long have you worked/did you work there?

From: _____ To: _____ Please state number of years: _____

Do you still work there?

Yes

No

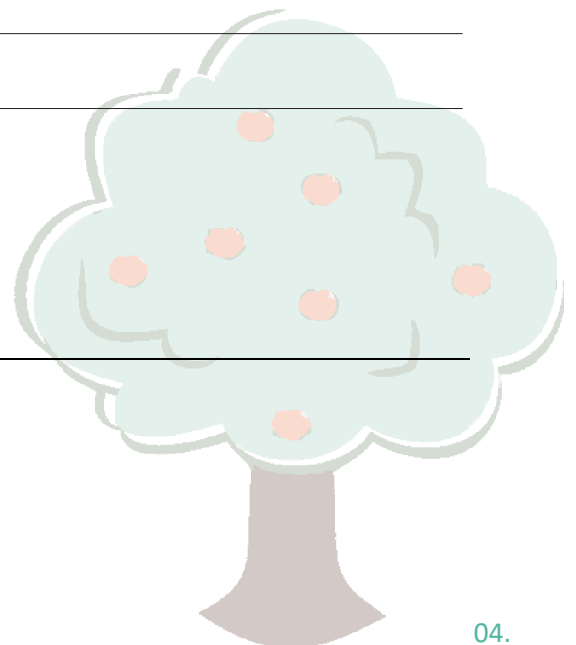
If YES, state period of notice required: _____

If NO, state reason for leaving: _____

Briefly describe your duties: _____

If the job for which you are applying will not be your only job, please give details of all other employment including employer and number of hours worked each week. (N.B. this information is required under the Working Time Regulations)

Please state if you hold a current driving licence and the groups of vehicle it covers.



Employment History

Please list below a complete employment history, attaching any other sheets as necessary. Please include any periods of unemployment. The section **must** be completed. We reserve the right to contact any of your previous employers to obtain a reference.

From	To	Employers name and address	Employed as	Reason for leaving

Education

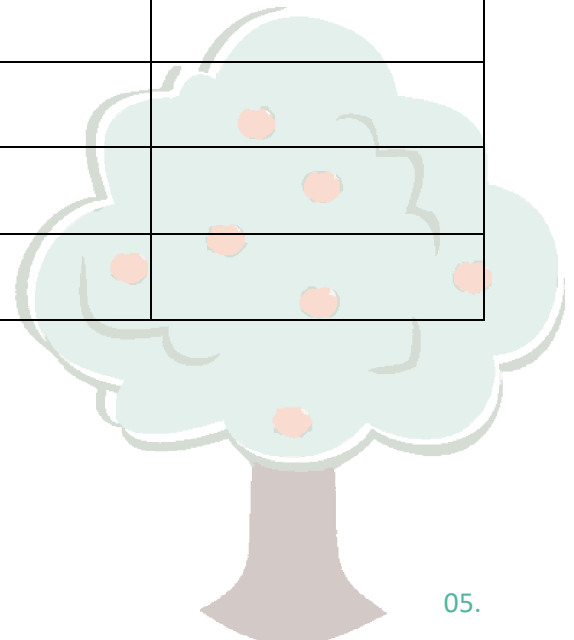
Secondary education

Name of secondary school:

Years attended:

GCSE or equivalent standard examinations passed:

Qualification	Subject	Grade	Date



Further Education (if any)

Name of educational institution:

Years attended:

Qualifications obtained:

Qualification	Subject	Grade / Class	Date Passed

Higher education (if any)

Name of University / College attended:

Years attended:

Qualifications obtained:

Qualification	Subject	Grade / Class	Date Passed

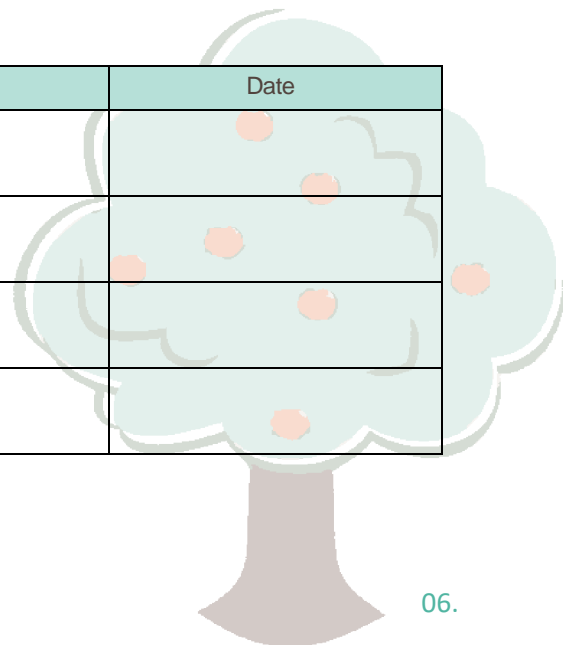
Courses attended / further qualifications

Name of University / College attended:

Years attended:

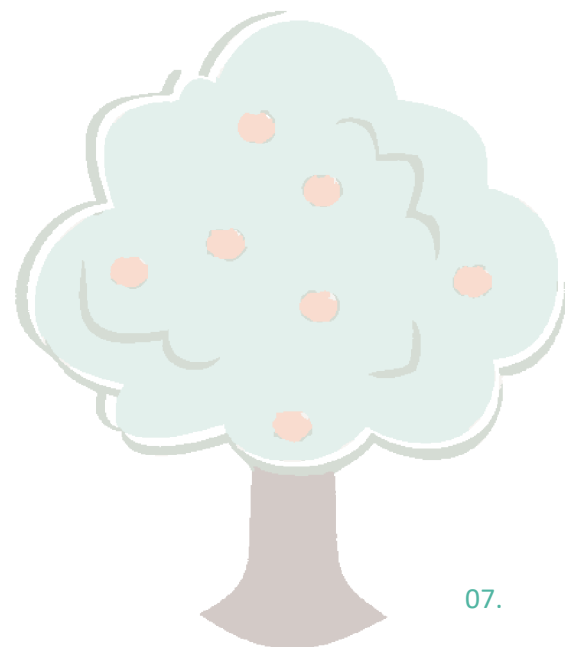
Qualifications obtained:

Qualification	Subject	Grade	Date



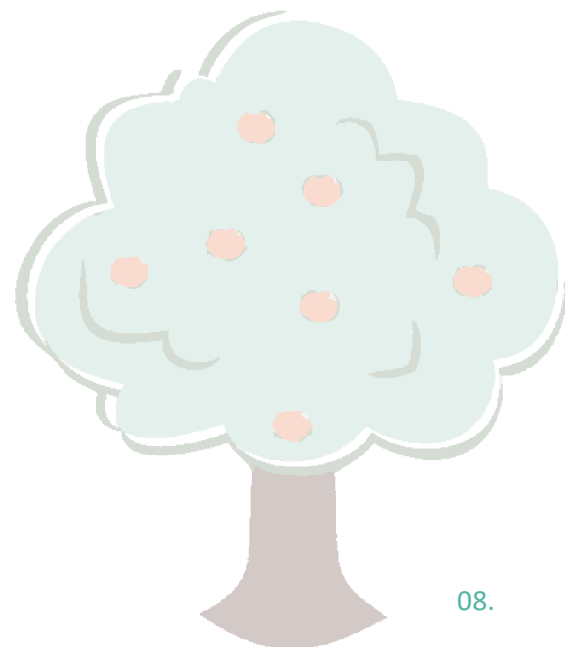
Supporting information

(Please continue on a separate sheet if necessary)



Preliminary DBS

If you have been convicted of any offence(s), or if there are any proceedings pending against you which are relevant to the post, please give details. (In accordance with the Rehabilitation of Offenders Act 1974 only relevant convictions will be taken into account when assessing your capability. However you are required to declare all, including spent, convictions if the post is covered by an Exception Order of the Act).



Referees

Please give the names, addresses and contact numbers of two persons who we can approach for work related references. Your current or last employer must be included if they exist - if not, whoever you consider suitable e.g. Headteacher for school leavers.

Referee 1:

Address:

Post Code:

Occupation:

Telephone number:

Fax:

E-mail address:

Referee 2:

Address:

Post Code:

Occupation:

Telephone number:

Fax:

E-mail address:

May we contact your current employer at this stage without further reference to you? (Please tick)

Yes

No

If you have any other relevant information concerning your experience, relating to the selection criteria outlined on the personnel specification, please give details below. Additional sheets may be attached, however please state only the job reference and application numbers on each sheet.

