

**Application for employment: *Please complete and return by email to nb@kecnuneaton.ac.uk***

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| **Vacancy details** |

Post applied for :

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| **Personal details** |

|  |  |
| --- | --- |
| Surname | Forenames (s) |
| Permanent address  Post Code | Preferred title (ie, Mr/Mrs/Ms/Miss/Prof/Dr) |
| Telephone (daytime) | Telephone (evening) |
| Temporary address and dates (if applicable) | E-mail |
| Are you legally eligible for employment in the UK?  Do you require a work permit?  If yes how long is your current work permit valid? | Yes/NO *(Please delete as appropriate)*  NO/YES (*Please delete as appropriate)* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance Number: |  |  |  |  |  |  |  |  |  | Teacher’s Reference No: *(if applicable)*: |  |

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| **Present employment** (list current / most recent employer first) |

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| --- | --- |
| Name and Address: | Post/Title: |
|  | Salary: |
|  | Other allowances: |
|  | Date of commencement: |
|  | Period of notice: |

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| Reason for change from current employer : |
| Brief description of duties: |

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| --- |
| **All previous employment** (most recent first, including unpaid and voluntary work) |

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| --- | --- | --- | --- | --- | --- |
| From  mth/yr | To  mth/yr | Employer | Post/Title | Salary or Grade | Reason for leaving |
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| Referees |

Please name two people who may be approached for a reference connected with your work experience. One of

these must be your present, or most recent, employer. References will be taken up if you are invited for interview.

If you do not wish any referee to be contacted at this stage, please place an ‘X’ in the relevant box.

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| --- | --- |
| First referee | Second referee |
| Name | Name |
| Address  Post Code | Address  Post Code |
| Telephone | Telephone |
| E-mail | E-mail |
| Position/Post title | Position/Post title |

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| **Availability for interview** |

Please indicate any dates when you will **not** be available for interview during the weeks following the

closing date.

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| **Education and training** |

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| --- | --- | --- | --- | --- |
| From mth/yr | To mth/yr | School, College, Polytechnic, University attended | Qualification obtained including grade or stage | Date passed |
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| **Details of other courses attended / Recent CPD** |

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| --- | --- | --- | --- | --- |
| From mth/yr | To mth/yr | Course title and organising body | Subjects | Length of course |
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| **Membership of professional bodies** |

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| Name of professional body | Present grade or membership | Was entry gained through examination? | If yes, please give date |
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| **Professional Experience** |

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| ***IMPORTANT PLEASE READ:*** Please outline your recent professional experience including current responsibilities, size of budget and team you manage/have managed, key professional achievements within the last three years and your reason for seeking a new post. (*Max 500 words*): |

*(If necessary, please continue on a separate sheet)*

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| **Key Professional Competencies** |

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| ***IMPORTANT******PLEASE READ:*** *Describe your experience in each of the following and explain how it will help you to fulfil the role of Director of Finance: (250 words max per response)*   1. Providing strategic leadership and planning. 2. Getting something really wrong and your learning from that experience 3. Managing People 4. Developing relationships with key stakeholders |

*(If necessary, please continue on a separate sheet)*

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| **Supporting Statement** |

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| ***IMPORTANT PLEASE READ: This is an optional extra statement,*** *should you feel you would like to add or draw our attention to anything that you haven’t had a chance to articulate anywhere else in the application. (Max 750 words)* |

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| **PROTECTION OF CHILDREN: Disclosure of Criminal Background** |
| BFMAT is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share in this commitment. As a “Regulated Activity Institution” the Trust will check the Criminal background of those employees presently or potentially give them access to young adults. As a consequence, you will be required to provide details of any criminal record, and to give permission for checks of convictions and cautions to be made via an Enhanced Criminal Records Bureau disclosure check, before the commencement of employment with the Trust. |
| **HEALTH AND MEDICAL DETAILS** |
| Do you consider yourself to have a disability as defined in the ‘Equality Act 2010’ NO/YES  Prior to formal appointment, the successful candidate will be required to complete a confidential statement of medical history and may be required to undergo a medical examination. |
| **Declaration** | | |

I certify that the information given on this form is correct.

This form should be returned to:

Personnel Department

BFMAT c/o

King Edward VI College

King Edward Road

Nuneaton CV11 4BE

E:mail: [personnel@kecnuneaton.ac.uk](mailto:personnel@kecnuneaton.ac.uk)

I understand that any wilful omission or falsification may

lead to the disqualification of this application or dismissal

if appointed to the post applied for.

Signed

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Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and Data Protection Act 1998**

*We will hold and process any personal data, including sensitive (special category) personal data, relating to you in accordance with our legal obligations, in the manner set out in the Privacy Notice for Staff, which can be found here* <https://kecnuneaton.ac.uk/wp-content/uploads/2018/05/Staff_Privacy.docx>  *The Privacy Notice for Staff does not form a part of your contract of employment.*



**NOTICE TO APPLICANTS:**

**CONVICTIONS AND ‘SPENT’ CONVICTIONS OF A CRIMINAL NATURE**

You will appreciate that the organisations must be particularly careful to inquire into the character and background of applicants for appointments to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, applicants declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants do not need to disclose any ‘protected’ cautions or convictions as defined by The Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. Guidance and criteria about ‘protected’ spent convictions and cautions can be found on the Disclosure and Barring Service website. Only when the conviction is relevant will criminal records be taken into account for recruitment purposes. The fact that conviction(s) have been reported against you will not necessarily debar you from consideration for this appointment.

**You must, therefore, answer the question at the foot of this notice.**

In accordance with the recommendations of the Home Office, successful candidates for all posts where there is to be contact with children, will be the subject of a request to the Warwickshire Constabulary for a search by the Criminal Records Office via the Disclosure and Barring Service, regardless of the answer given to the question concerning convictions.

Failure to answer the question on this notice may prevent further consideration of your application. Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place.

Applicants are warned that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice may be sent to your referees.

a) Do you have any cautions (including final warnings or reprimands) or convictions which are not ‘protected’ as defined by the Exceptions Order 1975 (as amended by the 2013 Exceptions Order) to the Rehabilitations of Offenders Act 1974? **NO/YES**

b) If ‘Yes’ please give brief details of the offence, including the date of the conviction**. These must be submitted in a separate envelope marked ‘Confidential Disclosure’.**

**Signed………..……………… Date ………………………………………….**

**Post applied for …… ………………………………………………………….**



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Equality & Diversity Monitoring form

The information given on this form is confidential and is purely for the purpose of monitoring equality and diversity to ensure all groups are treated fairly. This form will be retained by the Personnel Department and will not be used by the interview panel when making the appointment. Any candidates with a disability will be guaranteed an interview, if they meet the basic requirements of the post.

*Please complete and return in a separate envelope, together with your application form, if making postal application*

|  |  |
| --- | --- |
| Post applied for: |  |
| Age: | 16-25  26-34  35-44  45-54  55-64  65+ |
| Gender: | Male  Female  Prefer not to say |
| Gender Identity (if appropriate) | Do you present full or part time in a gender that differs from the gender assigned to you at birth  Yes  No  Prefer not to say |

### Ethnic origin: Please tick against one of the following: (The classification below of black and minority ethnic (BME) groups is in line with the 2001 census breakdown.

|  |  |  |  |
| --- | --- | --- | --- |
| **Asian or Asian British**  Bangladeshi  Indian  Pakistani  Any other Asian background  Please specify below if you wish.......  ........................................................... |  | **Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background  Please specify below if you wish.......  ...................................................... |  |
| **Black or Black British**  African  Caribbean  Any other Black background  Please specify below if you wish.......  ........................................................... |  | **White**  British  English  Irish  Scottish  Welsh  Any other White background  Please specify below if you wish.......  ...................................................... |  |
| **Chinese or Other ethnic group**  Chinese  Any other  Please specify below if you wish.......  ........................................................... |  | Prefer not to say |  |

### Disability: Please tick against one of the following:

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| Do you consider yourself to have a disability under the Equality Act 2010?  In the Act, a person has a disability if:  they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities  For the purposes of the Act, these words have the following meanings:  'substantial' means more than minor or trivial  'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)  Yes  No  Prefer not to say  Please describe the nature of your disability  *This information is provided for monitoring purposes only – if you need any reasonable adjustments in the interview process please advise and these can be arranged separately.* |

**Religion or belief: Please tick against one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| No religion  Baha’i  Buddhist  Christian  Hindu  Jain |  | Jewish  Muslim  Sikh  Other  Please specify below if you wish…………………………..………………………………  Prefer not to say |  |

### Sexual Orientation: Please tick against one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual  Gay Woman/Lesbian  Prefer not to say |  | Gay Man/Homosexual  Heterosexual/straight |  |

Please indicate which media source you saw the position advertised in.

# *Thank you for completing this form*