

Position applied for: Academy Business Manager

If you require this Application Form in Braille, audio tape, large print or accessible format please contact 0191 4334026.

Title			
Surname			
Forename(s)			
Address (if this is a temporary address, please also give us your usual home address)			
Postcode		Postcode	
Email address			
Home Telephone		Work Telephone	
Mobile			
Department for Education and Employment Teachers' Reference Number			

Educational qualifications

School/College/University	Qualifications	Grade	Year Achieved

Current Employment

Name of School/ employer	Age Range NOR (if App)	Job Title	Dates		Pay Scale/Grade /Salary	Main Responsibilities

Previous Employment

Name of School/ employer	Age Range NOR (if App)	Job Title	Dates		Pay Scale/Grade/ Salary	Reasons for leaving

Please explain any gaps of more than 3 months in your employment history from leaving school/college/university

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Please state briefly why you are applying for this post

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Please list any recent (within the last 3 years) professional development relevant to this post

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Supporting Statement

Please use this space to provide details on how you meet the criteria set out in the person specification:

Cont.

General

Do you have a current driving licence? Yes No

If we offered you the job, when would you be able to start work with us?

How much notice would you have to give your present employer? weeks months

Please complete the following questions if the post you are applying for is covered by safeguarding children & vulnerable adults.

Are there any restrictions regarding your right to work with children and/or vulnerable adults. Yes No

N/A

Are there any restrictions regarding your right to work in the UK Yes No

N/A

References

Please give details of two referees. If you are working or have just finished working, one referee should be your present/most recent employer. If you are in, or have just finished, full time education, one referee should be from your school or college. We may also take references from any of your past employers and may also follow up written references by phone. We will take references before we interview you.

Referee's name:
Referee's position:
Address:
Phone:
Email:
Type of reference (such as employment or academic):

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Referee's position:
Address:
Phone:
Email:
Type of reference (such as employment or academic):

Declaration

I declare that the information given in this application is true. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal.

Your signature

Date



‘Pursuing equal opportunities and diversity’

We want to make sure that our equal opportunities policy is working, so we need you to fill in this part of the form to help us do this. We hope you don't mind us asking for this personal information but we have a legal duty to monitor information on equal opportunities.

The information requested in the Equal Opportunities and Monitoring form will be used for monitoring and administration purposes only.

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Post Title:	Post Ref:
School: Lord Lawson of Beamish Academy	Closing date:

1. My sex is: - Male <input type="checkbox"/> Female <input type="checkbox"/>
2. My age is: - 16-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60+ <input type="checkbox"/>
3. Date of Birth :-
4. Are you married or in a registered civil partnership?
5. Do you consider yourself to be a person with a disability as described by the Equality Act 2010?
7. Are you already employed by the Academy?
8. What is your ethnic group? Choose one selection from (a) to (e) and then tick the appropriate box.

White

- British
- Irish
- Any other White background
Please write in below

Black or Black British

- Caribbean
- African
- Any other Black background
Please write in below

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background
Please write in below

Chinese or other ethnic group

- Chinese
- Any other
Please write in below

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please write in below

Where did you learn of this vacancy?
Please print your full name:

Date: