

JOB APPLICATION FORM
(Non-Teaching)

Post Applied for:

At: North Road Academy

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). See **Notes for Guidance** below for reference help to completing the form.

All sections must be completed.

PERSONAL DETAILS

Surname/Family Name:	Preferred Title:
First Name(s):	Previous Surname:
Home Address:	Present Address (if different):
Post Code:	Post Code:
Telephone (Home):	Telephone (Work):
Telephone (Mobile):	Email:
Date of Birth:	GTC Number (if applicable):
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	Employer:
Type of School:	Key Stage:
Post Held:	Date Appointed:
Pay Scale:	Total Annual Salary:

PREVIOUS EMPLOYMENT DETAILS

Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.

a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	Post and Grade	Type of School / Key Stage	From	To	Reason for Leaving

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
				Degree	Class	Division	Date of award
Degree							
or Cert.Ed							
PGCE				Key Stage			
Other				Subject			

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

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Examinations (for **first teaching appointment** please give details of 'A' Levels and GSEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	Year	Month	Year

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

REFERENCES

Please give the names, addresses and status of two referees who may be approached now.

References from friends or relatives are not acceptable.

(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1) Name:	Status:
Address:	
Telephone:	
Email:	
2) Name:	Status:
Address:	
Telephone:	
Email:	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

CONFIRMATION OF DETAILS I certify that the information given above and overleaf is correct to the best of my knowledge. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.
Signature:
Date:

RETURN ADDRESS: <p style="text-align: center;">North Road Academy Recruitment Department North Road Cobridge Stoke-on-Trent ST6 2BP</p>
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For School Use Only: Please ensure that completed applications for successful candidates are returned to:

Equal Opportunities Recruitment Monitoring

Name: Job Title:

Date:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

British / Irish
Bosnian
Albanian
Kosovan
Romanian

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other White background please write in below:

.....

B Mixed

White and Black – Caribbean
White and Asian
White and Black – African
Asian and Black

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other Mixed background please write in below:

.....

C Asian or Asian British

Indian
Kashmiri
Pakistani
Bangladeshi

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Any other Asian background please write in below:

.....

D Black or Black British

Caribbean
African

<input type="checkbox"/>
<input type="checkbox"/>

Any other Black background please write in below:

.....

E Chinese or other ethnic group

Chinese
Arab
Afghan
Kurdish
Vietnamese

Any other please write in below:

.....

Gender

I am: Female Male

Date of Birth: Age:

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above?

Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability please tick here.

Employment Status

Are you currently employed?

Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

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Are you currently unemployed? Yes No

Thank you for completing the North Road Academy Equal Opportunities and Recruitment Monitoring Form