



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

APPLICATION FORM

2009 TO 2010

VISION:

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

GUIDING PRINCIPLES: WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

THE ACADEMY IS A NON-SMOKING SITE. ALL POST-HOLDERS WILL NOT BE ALLOWED TO SMOKE DURING WORKING HOURS.

ENSURE THAT YOU FILL IN ALL PARTS OF THE APPLICATION FORM.

BE AWARE THAT PROVIDING FALSE INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED, OR WITHDRAWAL OF ANY OFFER OF EMPLOYMENT, OR SUMMARY DISMISSAL IF YOU ARE IN POST AND POSSIBLE REFERRAL TO THE POLICE.

CHECKS MAY BE CARRIED OUT TO VERIFY THE INFORMATION YOU PROVIDE ON THE APPLICATION FORM.

PLEASE COMPLETE USING BLACK INK OR TYPE.

THE AYLESBURY VALE ACADEMY WELCOMES APPLICATIONS FROM ALL COMMUNITIES AND IS COMMITTED TO THE SAFEGUARDING OF YOUNG PEOPLE.

WE WILL NOT ACCEPT A CURRICULUM VITAE (CV).

Return your completed application form to:

Sophie Vaughan-Evans, The Aylesbury Vale Academy, Weedon Road, Aylesbury, Buckinghamshire, HP19 9PG

APPLICATION FOR THE POST OF			
SURNAME			
PREVIOUS SURNAME			
FORENAME(S)			
TITLE			
E-MAIL ADDRESS			
CURRENT ADDRESS			
POSTCODE			
CORRESPONDENCE ADDRESS (IF DIFFERENT)			
POST CODE			
NATIONAL INSURANCE NUMBER			
TELEPHONE NUMBERS			
HOME		WORK	
MOBILE		MAY WE CONTACT YOU AT WORK?	YES/NO

EMPLOYMENT HISTORY

CURRENT EMPLOYER -	
NAME	
NATURE OF BUSINESS	
ADDRESS	
TELEPHONE NUMBER	

JOB TITLE			
PLEASE ENCLOSE A COPY OF YOUR CURRENT JOB DESCRIPTION			
DATE OF APPOINTMENT			
SALARY, GRADE AND NATURE OF ANY ALLOWANCE			
ARE YOU STILL EMPLOYED BY THIS ORGANISATOION			
DATE OF APPOINTMENT			
REASON FOR LEAVING			
NOTICE REQUIRED		DATE AVAILABLE	

PREVIOUS NON-TEACHING EMPLOYMENT

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary

EMPLOYERS NAME AND ADDRESS	FROM	TO	JOB TITLE AND SUMMARY OF MAIN DUTIES	REASON FOR LEAVING

DESCRIBE THE REASON AND DURATION OF ANY PERIOD(S) LONGER THAN 1 MONTH WHEN YOU HAVE NOT BEEN IN EMPLOYMENT SINCE LEAVING FULL-TIME EDUCATION.

DATES	REASON

ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL?			YES/NO
DCSF REFERENCE NUMBER		DATE ISSUED	
DATE OF SATISFACTORY COMPLETION OF INDUCTION			
NAME OF CONFIRMING AUTHORITY OF INDUCTION PERIOD			

ARE YOU SUBJECT TO ANY CONDITIONS OF PROHIBITIONS PLACED IN YOU BY THE GENERAL TEACHING COUNCIL?		
YES/NO		IF YES YOU MUST GIVE FULL DETAILS.
HAVE YOU BEEN SUBJECT TO AN INVESTIGATION BY THE DCSF OR PLACED ON LIST 99?		
YES/NO		IF YES YOU MUST GIVE DETAILS OF THE CIRCUMSTANCES AND OUTCOMES, UNDER CONFIDENTIAL COVER.

TEACHING EXPERIENCE

DO YOU HOLD QUALIFIED TEACHER STATUS?	Yes/No
IF YES, GIVE DATE OF AWARD	

FULL CHRONOLOGICAL HISTORY											
LA	NAME OF SCHOOL	TYPE*	NUMBER ON ROLL	STATUS **	SALARY	EXACT DATES OF SERVICE					
						FROM			TO		
						D	M	Y	D	M	Y

*TYPE – MIXED (M), SINGLE SEX (SS), COMPREHENSIVE (C), SELECTIVE (S), INDEPENDANT(I), ACADEMY (A), OTHER (O) – EXAMPLE: MIXED COMPREHENSIVE ACADEMY (MCA)

**STATUS – FULL TIME (FT), PART TIME (PT), QUALIFIED (Q), UNQUALIFIED (UQ) – EXAMPLE: PART TIME UNQUALIFIED (PT UQ)

SUPPORT OF APPLICATION

Please attach a letter of application giving any further details of experience that may be relevant to this post. Please address your suitability for this post, with reference to the Job Description, Person Specification and our Values.

EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work-based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

EXAMINATION COURSE	FROM	TO	QUALIFICATION/GRADE

CONTINUING PROFESSIONAL DEVELOPMENT

Give details of the most recent, relevant courses attended and indicate any awards earned.

SUBJECT & QUALIFICATION	PROVIDER	DURATION	DATES

REFERENCES

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. It is the normal practice for references to be obtained before any formal interview.			
If you were known to either of your referees by another name please give details.			
FIRST REFEREE		SECOND REFEREE	
If this is your current employer please confirm that we can contact before interview. Yes/No			
NAME		NAME	
POSITION		POSITION	
ADDRESS		ADDRESS	
TELEPHONE NUMBER		TELEPHONE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	
WHAT CAPACITY DO THEY KNOW YOU?		WHAT CAPACITY DO THEY KNOW YOU?	

ADDITIONAL INFORMATION

QUESTION	Y/N
To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?	
Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations? IF YES YOU MUST GIVE DETAILS	
Do you hold a full current driving licence?	
Are you able to travel to different locations across the County?	
Are you a relative or partner of any County Councillor, or employee of Buckinghamshire County Council or The Oxford Diocese or The Aylesbury Vale Academy? IF YES YOU MUST GIVE DETAILS OF THE PERSONS NAME AND RELATIONSHIP	
If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:	
Where did you see the advertisement for this post? If seen on the internet on which site?	
How many working days have you lost due to sickness absence over the past twelve months?	

The Aylesbury Vale Academy aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As The Aylesbury Vale Academy meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. This means that **you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information may result in disciplinary action or dismissal by the Authority and may lead to criminal proceedings.

I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction may be considered 'spent'.

Please tick as appropriate			
I do not have any criminal offences held against me			
I do have criminal offences or prosecutions pending against me			
If you do have criminal offences held against you, you must record full details in a separate, sealed envelope marked with your name and "Confidential: Criminal Record Declaration" and enclose this with your application.			
SIGNED		DATE	

The Aylesbury Vale Academy abides by the Criminal Records Bureau Code of Practice, a copy is available on request or visit www.crb.gov.uk. A copy of the Policy for the recruitment of ex-offenders is available from the Organisational Development and Human Resources service of Buckinghamshire County Council.

<p>I agree that any offer of employment with The Aylesbury Vale Academy is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medical clearance. In accordance with the 1998 Data Protection Act, it is agreed that The Aylesbury Vale Academy may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. The Aylesbury Vale Academy is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.</p> <p>I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may result in my application be rejected, any offer of employment being withdrawn and, in the event of employment, dismissal or disciplinary action by The Aylesbury Vale Academy.</p>			
SIGNED		DATE	

How would you describe yourself? **Please note that this is for monitoring purposes only.**

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. *Please define.

Please tick the appropriate box to indicate your cultural background:

White:

British

Irish

Other

Mixed:

White and Black Caribbean

White and Black African

White and Asian

Mixed Other

Asian or Asian British:

Indian

Pakistani

Bangladeshi

Asian Other

Black or Black British:

Caribbean

African

Black Other

Chinese or Other Ethnic:

Chinese

Chinese Other

Other Ethnic Group