



UNIVERSITY OF
BIRMINGHAM
SCHOOL

APPLICATION FOR EMPLOYMENT

The University of Birmingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The University of Birmingham School is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependents, religion, trade union activity and age.

Please complete all sections on the form and upload the completed application form to the TES Recruitment Portal. Only information provided on this form will be used to shortlist your application.

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants, which can be found on our school website.

VACANCY INFORMATION

Application for the post of:	Undergraduate Subject Mentor
3 Available to take up employment (dates)	
Where did you first hear about this job?	

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS certificate?: Yes No Date of check:

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you lived or worked outside of the UK in the last 5 years?: Yes No

If you have lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

SIGN AND DATE

Name (please print):

Sign:

Date:

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

2. Personal details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY
<p>The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.</p> <p>If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:</p>

RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

- Yes
 No

If yes, please state on what basis:

- UK citizen
 EU settled status
 Skilled worker visa
 Graduate visa
 Youth mobility visa
 Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- Yes
 No

If yes, please give details, including countries and relevant dates:

RELATIONSHIP TO THE [SCHOOL/TRUST]

Please list any personal relationships that exist between you and any of the following members of the school community:

- Governors
- Staff
- Pupils

If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at school

3. Employment history

CURRENT EMPLOYMENT DETAILS						
Job title	Employer details (name, address, email and/or telephone)	Dates employed	Permanent or temporary	Part-time or full-time	Salary details	Description of responsibilities

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start date	End date	Reason for employment gap

4. Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You will be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

ADDITIONAL INFORMATION

The reasons you are applying for this position:

Information about how you feel your achievements, skills and experience match those sought by the school (see information pack and the relevant school job description/person specification provided).

5. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you have not previously been employed, please provide details of another suitable referee.

The school reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you have listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

Equality Details Form - Confidential

This form provides information used to ensure your equality details are accurate and ensuring contact can be made as and when required. Personal details are required again but this form will **not** be available to anyone undertaking shortlisting or to those involved in the interview process. This information will, subsequent to the selection and job offer, be used by the University of Birmingham School to review compliance with equality and diversity targets as well as helping to plan the workforce for the future.

Personal details

Forename(s)			
Surname(s)		Title (e.g. Mr, Mrs)	
Employee Number (if appropriate)			
National Insurance Number			

Age Range

<input type="checkbox"/> 16-17	<input type="checkbox"/> 18-24	<input type="checkbox"/> 25-29	<input type="checkbox"/> 30-39	<input type="checkbox"/> 40-49	<input type="checkbox"/> 50-59	<input type="checkbox"/> 60-64	<input type="checkbox"/> 65+
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Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Sexual Orientation

<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Prefer not to say
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Ethnic Origin

A.	White	<input type="checkbox"/> British A1	<input type="checkbox"/> Irish A2	<input type="checkbox"/> Any other White background* A3
B.	Mixed	<input type="checkbox"/> White & Black Caribbean B1		<input type="checkbox"/> White & Black African B2
		<input type="checkbox"/> White & Asian B3		<input type="checkbox"/> Any other Mixed background* B4
C.	Asian or Asian British	<input type="checkbox"/> Indian C1	<input type="checkbox"/> Pakistani C2	<input type="checkbox"/> Bangladeshi C3
		<input type="checkbox"/> Chinese E1	<input type="checkbox"/> Any other Asian background* C4	
D.	Black or Black British	<input type="checkbox"/> Caribbean D1	<input type="checkbox"/> African D2	<input type="checkbox"/> Any other Black background* D3
E.	Other Ethnic Groups	<input type="checkbox"/> Gypsy or Traveller E5		<input type="checkbox"/> Any other Ethnic group* E2
		<input type="checkbox"/> Prefer not to say E3		

* Please specify here

Religion and Beliefs

Please select one religion that is most suitable;					
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> No Religion		<input type="checkbox"/> Prefer not to say		<input type="checkbox"/> Other*	
* Please specify here					

Disability

The Disability Discrimination Act (1995) defines a disabled person as someone with 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.'

Taking this into account do you consider yourself to have a disability? Yes No

If you have answered yes, to help identify and better understand the needs of our disabled employees, please indicate the type(s) of impairment which applies to you.

<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Difficulties
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Long standing illness or heart condition
<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Mobility Impairment	<input type="checkbox"/> Neurological Condition
<input type="checkbox"/> Physical Coordination Difficulties	<input type="checkbox"/> Physical Impairment
<input type="checkbox"/> Reduced Physical Capacity	<input type="checkbox"/> Sensory Impairment
<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Visual Impairment (not corrected by spectacles)
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> None
<input type="checkbox"/> Other (please specify here)	

Please note:

If you have a disability that may have an effect upon your work, your health & safety at work or the health & safety of others, you must make your line manager aware of this. This is so that any appropriate measures can be identified that would ensure the health & safety of you, your work colleagues or members of the public while you are at work.