

TRAINING:

Please give details of any training that you have undertaken that is relevant to the role that you have applied for.

Training

PROFESSIONAL MEMBERSHIP:

Please give details of any professional memberships that you hold.

Professional Membership

EMPLOYMENT:

Please provide details of your current or last position:

Organisation	Position Held	Start Date	Salary

Are you still employed in this position?

If no, what date did you leave this position and what was the reason for leaving?

If yes, what is your notice period?

Will you be working in any other position should you be offered this post?

Please provide a brief description of your main duties and responsibilities:

Duties

EMPLOYMENT (CONTINUED):

Please provide details of your previous positions, providing an explanation for any gaps in employment. You should also include details of any voluntary roles:

Date (to and from)	Organisation	Position held	Reason for leaving

SUPPORTING STATEMENT:

In this section, you should detail how your skills, experience and qualifications match the criteria detailed in the person specification for the role:

Supporting Statement:

Supporting Statement (Continued):

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REFEREE DETAILS:

Please provide below the names of two referees who we may contact to provide an assessment of your suitability for the role (one should be your current or most recent employer):

Name:	
Job Title:	
Organisation:	
Relationship to you:	
Email address:	
Telephone number:	

May we contact this referee prior to interview?

Name:	
Job Title:	
Organisation:	
Relationship to you:	
Email address:	
Telephone number:	

May we contact this referee prior to interview? Yes/No

Big Creative Academy is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. All positions at the Academy will be subject to appropriate pre-employment checks, including an Enhanced Disclosure and Barring Service check.

Positions at the Academy are exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As a result, you are required to disclose all convictions and cautions, no matter how long ago they occurred and regardless of whether the offence was committed as a juvenile or adult.

Do you have or have you ever had any cautions or convictions?	
Are you currently the subject of criminal proceedings or a Police investigation?	

Other relevant information:

Have you been subject to disciplinary action in the previous 12 months?	
Have you ever been dismissed from a previous position?	
Have you ever been subject to a safeguarding complaint or investigation?	

If you have answered yes to any of the questions above, you should provide details in a separate letter addressed to the HR Manager at the Academy.

DECLARATION:

By submitting this application, you declare that the information that you have provided and the statements that you have made, including those relating to the disclosure of any criminal record are both true and complete. This information will form the basis of your employment and should it subsequently be proved that any information is false, misleading or has been withheld, any offer of employment may be withdrawn or, should you be in employment with the Academy, you may be dismissed.

You will be asked to sign a copy of your application form at interview.

Signed	Date
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Completed application forms should be returned to Bca-hr@bigcreative.education by the closing date on the advertisement.