**Job Application Form**

Byrchall High School is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers to share this commitment.

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| **Post applied for:**  |  |

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| **Personal Details** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  |  | Forename (s): |  |  | Surname:  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Name: |  |  | Date of Birth: |  |  | NI Number: |  |

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| --- | --- |
| Address:  |  |

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| --- | --- | --- | --- |
| Home No:  |  | Mobile No: |  |

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| --- | --- | --- | --- |
| Work No:  |  |  Email: |  |

**Current Post Details**

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| --- | --- |
| Name of Employer |  |
| Job Title: |  |
| Salary: |  |
| Start date: |  |
| Reason for leaving: |  |
|  |  |
| Please provide brief details of duties and responsibilities:  |  |

**Employment History**

Please list all previous teaching jobs held starting with the most recent. **There should be no gaps in your employment and education history.** The information provided must provide a complete chronology from the age of 16.

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| Job Title | Name & Address of Employer | Brief description of duties/responsibilities  | Date from / to  | Reason for leaving |
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If there are any periods of time that have not been accounted for, for instance, periods of travel, or caring for others please give details of them here with dates.

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**Education**

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications. **Please give full details of qualifications (including subject and grade).**

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| **High School** |

Includes O Levels, GCSEs, A Levels

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| High School Attended:  |  | Date from: |  | Date to: |  |

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| Qualification | Subject  | Grade | Date Obtained |
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| **College** |

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| College Attended:  |  | Date from: |  | Date to: |  |

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| Qualification | Subject  | Grade | Date Obtained |
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| **University**  |

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| --- | --- | --- | --- | --- | --- |
| University Attended:  |  | Date from: |  | Date to: |  |

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| --- | --- | --- | --- |
| Qualification | Subject  | Grade | Date Obtained |
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**Training/other Qualifications**

Please give details below of all relevant training or qualifications undertaken:

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| --- | --- | --- |
| Date | Course Title | Organising Body |
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**Supporting Information/Letter of Application**

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

* **Ensure that the information you provide is well organised and relevant.**
* **It should show to that extent you have gained the skills and experience necessary for the post.**
* **Give specific examples of the work you have been involved in, how you went about it and the outcome.**
* **Always remember to specify your responsibilities rather than those of your section or department**

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| **Please give your supporting statement here, or complete a separate letter of application.** |

**References**

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend.) References will be sought prior to interview, the references will ask your current/previous employer/tutor about any disciplinary offences relating to children. Please note that for Headteacher and Deputy Headteacher appointments a reference will automatically be sought from your current L.A.

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| **Current or most recent employer** |
| Referee name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: | Yes [ ]  No [ ]  |
| **Previous Employer** |
| Referee name: |  |
| Job title: |  |
| Organisation: |  |
| Address: |  |
| Postcode: |  |
| Contact Number: |  |
| Email address: |  |
| In what capacity do you know the referee? |  |
| Are you related to, or the partner of this referee: | Yes [ ]  No [ ]  |

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| **Other Applicant Details** |

Please complete all sections:

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| Are you currently, or have you previously been employed by this organisation: Yes [ ]  No [ ]  |
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| If yes, please complete:  | Date from: |  | Date to: |  |  |
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| Are you related to or have associations with a Governor or member of staff of this organisation? Yes [ ]  No [ ]  |
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| If yes, please complete:  | Name:  |  | Relationship to you: |  |  |
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| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.Do you have an entitlement to work in the UK? Yes *[ ]*  No *[ ]*   |

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| Have you ever been dismissed from any employment for any reasons other than redundancy? Yes [ ]  No [ ]  |
| If yeas, please give details, including dates, reasons and employer.  |  |
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| **Rehabilitation of Offenders** |

This post involves working with children, young people, vulnerable adults or is a position of trust and is, therefore, exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must, therefore, disclose details of cautions, bind-overs, reprimands, final warnings and convictions, including ‘spent convictions’. Any failure to disclose such information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

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| Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?Yes [ ]  No [ ]  If yes, please give details;  |
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Do you have any previous offences/s? If so please give details

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| --- | --- | --- | --- |
| Nature of Offence/s (i.e. Conviction, caution, bind–over, reprimand, warning or allegation) | Offence/s | Date of Offence/s | Disposal (if known) |
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| **Disability** |
| This organisation has made a commitment to improve the employment opportunities for people with disabilities and has, therefore, undertaken to guarantee to interview all applicants with a disability who meet the essential requirements of the job as contained in the person specification. |
| The Disability Discrimination Act defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (ie. Has lasted or is expected to last over 12 months)Do you consider yourself to be disabled according to this definition? Yes [ ]  No [ ] If you answered yes, how would you define this impairment? |
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| Please specify any arrangements we can make to assist you if you are invited for interview/assessment. |
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**Declaration**

In line with the **Data Protection Act 1998**, in signing the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 18 months. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

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| I confirm that the information contained in this application is correct, I understand that my application may be rejected or that I may be dismissed without notice for withholding, or giving false information. I also give my consent to the processing of data contained or referred to in this application in accordance with the Data protection Act 1998 and subsequent legislation.  |
| Signed: |  | Date:  |  |

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| **Privacy Notice** |

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice, which can be found on the school website, which detail how we use your information.

## Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

* Name
* Contact details
* Academic qualifications
* Previous employment experience
* Additional information in the supporting statement
* Names and contact details of referees

## How we may share the information

## We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

## How long we keep your information

## We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.