

BROMSGROVE SCHOOL

Application Form

Position applied for:

Date of Application:

Section 1 - Personal Details

Title: Dr/Mr/
Mrs/Miss/Ms

Forename(s):

Surname:

Date of Birth:

Former names:

Address:

Preferred name:

National Insurance Number:

Are you currently eligible for employment in the UK?

Yes

No

If no, please provide details:

Postcode:

Telephone Number(s):

Home:

Work:

Teacher's R P Number (if applicable):

Mobile:

Email Address:

Do you have Qualified Teacher status?

Yes

No

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Bromsgrove School? If so, please provide details.

Section 2 - Education

Please start with the most recent.

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body
	From: dd/mm/yy To: dd/mm/yy				
	From: dd/mm/yy To: dd/mm/yy				
	From: dd/mm/yy To: dd/mm/yy				

Section 3 - Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 - Employment

Please start with the most recent.

Current/most recent employer:	Current/ most recent employer's address:		
Current/most recent job title:		Date started:	
Brief description of responsibilities:		Date employment ended (if applicable):	
Do you/did you receive any employee benefits? If so, please provide details of these:		Current salary/salary on leaving:	
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

Section 5 - Previous employment and/or Activities since leaving secondary education

Please continue on a separate sheet if necessary. Please ensure you provide full details of all positions held since leaving secondary education. Please provide explanations for any periods not in employment, further education or training.

Dates	Name and Address of employer	Position held and/or duties	Reason for leaving
From: dd/mm/yy To: dd/mm/yy			
From: dd/mm/yy To: dd/mm/yy			
From: dd/mm/yy To: dd/mm/yy			

Section 6 - Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity.

Section 7 - Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 8 - Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide may amount to sensitive personal data for the purposes of the Data Protection Act 1998. It will be used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Section 9 - Criminal Records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure (with list check if appropriate) from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, bind-overs, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure.

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

Section 10 - References

Please supply the names and contact details of three people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employment with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview for all teaching posts.

Referee 1	Referee 2	Referee 3
Name:	Name:	Name:
Organisation:	Organisation:	Organisation:
Address:	Address:	Address:
Occupation:	Occupation:	Occupation:
Telephone Number:	Telephone Number:	Telephone Number:

Section 11 - Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including the promotion and training and not to discriminate against any person because of their race, colour, nationality, national or ethnic origin, sex, sexual orientation, gender re-assignment, pregnancy or maternity, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.

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

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12 - Additional Information

Candidates with a disability who are invited to interview should inform the School of any necessary requirements to assist them in attending the interview. Please detail below or contact the School to discuss arrangements.

Section 13 - Declaration

- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the DBS Children's Barred List or the DBS Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process and in accordance with the Data Protection Act 1998.
- I consent to the School making direct contact with all previous employers where I have worked with children or vulnerable adults to verify my reason for leaving that position.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signature.....

Date.....



Bromsgrove School

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