



## APPLICATION FOR EMPLOYMENT

\*Please Note: Fields in **Italic Bold** are for teaching posts only

Post applied for .....

Title .....	Telephone (home) .....
Forename .....	Telephone (work) .....
Surname .....	Mobile .....
Previous names (if applicable) .....	E-mail .....
Present address .....	Home address (if different) .....
N.I. number .....	<b>* DfE registered number</b> .....
<b>* Do you have QTS?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>* Are you registered with the Teaching Agency (previously GTC)</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you eligible to work in the UK? Yes  No   
 If no, please specify your circumstances

All successful applicants will be required to provide evidence of their entitlement to work in the UK and proof of qualifications.

Please provide details of two referees, one of whom should be your present/most recent employer, plus one other who can vouch for your professional work.

Name .....	Name .....
Job title .....	Job title .....
Institution .....	Institution .....
Address .....	Address .....
Telephone .....	Telephone .....
E-mail .....	E-mail .....
Capacity in which known .....	Capacity in which known .....

- References will be taken up before any offer of employment is made.
- If you are currently employed as a teacher, one referee should be your current (or most recent) Headteacher.
- References will not be accepted from relatives or people writing solely in the capacity of friends.
- The School may approach previous employers for information to verify particular experience or qualifications before interview. If you have concerns about this please clearly state your concerns on this form.
- If you are currently working with children (on paid or voluntary basis) then your current employer will be asked about disciplinary offences (including time expired warnings) relating to children, and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues.
- If you are not currently working with children but have done so in the past one of the referees provided must be the employer by whom you were most recently employed in work with children.

Are you related to, or do you have a close personal relationship with, any member of the Brentside High School Governing Body or members of staff? Yes  No

If yes, please give details. ....

**PRESENT EMPLOYMENT**

Full name, address and type of school/college or employer		Main subjects taught/responsibilities held/	
* <b>Number of pupils/students</b>		* <b>Local Authority</b>	
* <b>Age range of pupils/students</b>		* <b>Salary scale/Point</b>	
* <b>Boys, girls, mixed</b>		Additional allowances	
Position held		Present salary	
Date of appointment		Full time/Part time	
Date of leaving		Reason for leaving	

**PREVIOUS EMPLOYMENT** (if applicable)

Most recent employment to be listed first

From	To	Full/Part time	Name of employer/college (if applicable)	* <b>Type and size of school/college (if applicable)</b>	Position held (include teaching subject(s): *scale/grade spinal point	Reason for leaving

(Please complete on a separate sheet if necessary)

Please account for periods of voluntary work and explain periods not in paid employment, education or training (if applicable).

From	To	Details

(Please complete on a separate sheet if necessary)

**Give details of subjects and/or age ranges you are qualified to teach or in which you have a special interest.**

**EDUCATION AND TRAINING (from Secondary)**

From	To	Name(s) of educational establishments attended	Qualifications/certificates. State subjects and grades	Date(s) of qualifications

Relevant courses attended within the last four years (please give dates)

Membership of professional bodies / organisations relevant to your work:

**A statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.**

Continue on a separate sheet if you need more space

**REHABILITATION OF OFFENDERS ACT 1974 (Exceptions Order 1987)**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to declare **ANY** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. If appointed, you will also be required to undertake an enhanced Criminal Records Bureau check. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy:

Have you EVER received a conviction, caution or bind-over? Yes  No

Are you either on List 99, ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)? Yes  No

If you have answered YES to either of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL.

**Disability**

The Disability Discrimination Act 1995 defines a person as having a disability if they 'have a long term physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities'.

**Do you consider yourself to have a disability?** Yes  No

If you have a disability, are there adjustments that we could make to offer you a fair selection interview?

Yes  No

Please give details of any adjustments required:

<b>When can you take up your duties if you are appointed?</b>	
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Please return this form by the date specified in the advertisement.

**DATA PROTECTION ACT 1998**

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by the school for selection and verification processes in connection with your application for this post. By signing this application form, you give permission for your details to be held and used in this way.

**DECLARATION**

I declare that the information given on this form is correct to the best of my knowledge and belief and I understand that any false statements on this form is an offence and could result in my application being taken no further, or offer of employment withdrawn, or disciplinary action leading to dismissal will be taken (if employment has commenced).

<b>Signature</b>	<b>Date</b>
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## MONITORING INFORMATION

Applicant's name .....

*Brentside High School aims to be an equal opportunities employer and we expect all our employees and prospective employees to support our aim to build a diverse and representative workforce. In order to monitor the effectiveness of our equality policy, we request that all applicants complete this form which will only be used for the purposes of equality monitoring. This page will be separated from the rest of the application and will not form part of the selection process. The form is confidential.*

Thank you for providing this information.

Please study the list below and tick **one box only** to indicate the ethnic background.

White  British  
 Irish  
 Any other background (please write in) .....

Mixed  White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background (please write in) .....

Asian or  Indian  
Asian British  Pakistani  
 Bangladeshi  
 Any other background (please write in) .....

Black  Caribbean  
or Black  African  
British  Any other background (please write in) .....

Chinese  Any Chinese background  
 Any other background (please write in) .....

Signed: ..... Date: .....