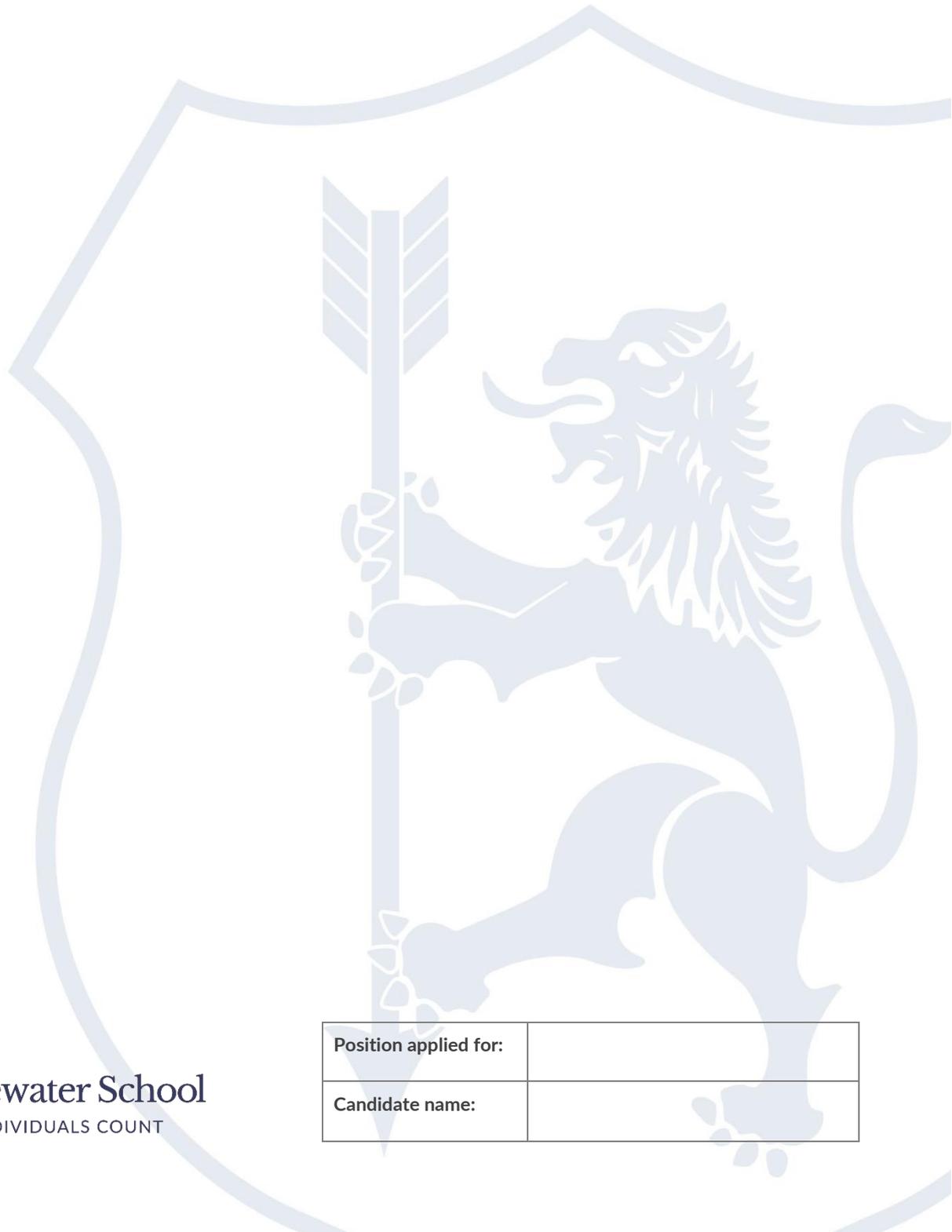




Teaching Staff

APPLICATION FORM



Bridgewater School
WHERE INDIVIDUALS COUNT

Position applied for:	<input type="text"/>
Candidate name:	<input type="text"/>

Position
applied for:

1. Personal details

Title: Dr/Mr/Ms/Mrs/Miss		Forename(s):	
Surname:		Former name(s):	
Preferred name:		Date of Birth:	
Teacher's Reference number:			
Do you have Qualified Teacher Status? (Y / N)		N.I. number:	
Address:			
Postcode:		Daytime tel:	
Work tel:		Mobile tel:	
Email:			
Are you currently eligible for employment in the UK? Please provide details:			
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Bridgewater School? If so, please provide details:			
Where did you see the position advertised?			
Are there any special arrangements you might require to attend an interview? If so, please provide details:			

2. Education

(Please start with the most recent)

Establishment	Dates	Examinations			
Name of School / College / University	Dates of Attendance	Subject	Result	Date	Awarding Body

3. Qualifications & Skills

(Please start with most recent)

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:

4. Employment

(Please provide details of your current / most recent employment)

Current / most recent job title:		Current / most recent employer:	
Current / most recent employer's address:			
Date started:		Date employment ended (if applicable):	
Current salary / salary on leaving:		Please detail any employee benefits received:	
Reason for seeking other employment:			
Please state when you would be available to take up employment if offered:			

5. Employment History

(Please provide an explanation for any gaps in employment.
To be continued on a separate sheet if necessary)

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

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:

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:

8. Criminal Record

The school applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the school which amount to regulated activity. It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the school is conditional upon the school being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.

The school is exempt from the Rehabilitations of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent') in order to assess their suitability to work with children. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form).** 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 set out in the school's recruitment, selection and disclosure policy and procedure.

It is a condition of your application that you answer the questions below. **Before doing so, please read Appendix 1.**

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1).	Yes	No
Is there any relevant court action pending against you?	Yes	No

If answering '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.

9. References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employer does/did not involve work with children, then your second referee should be from your employer 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.

Referee 1		May we contact prior to interview? (Y / N)		
Name:		Organisation:		
Address:				
Occupation:		Daytime tel:		
Email address:				
Referee 2		May we contact prior to interview? (Y / N)		
Name:		Organisation:		
Address:				
Occupation:		Daytime tel:		
Email address:				

10. Recruitment

It is the school's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital 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 within the 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 6 months. However, please indicate below if you would like the school to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the school to retain your details if your application is unsuccessful?	Yes	No

11. Declaration

- I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge.
- I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.
- I confirm that I am not subject to any immigration controls or restrictions, which prohibit my working in the UK.
- I consent to the school processing the information given on this form, including any 'sensitive' information, as my be necessary during the recruitment and selection process.
- I agree that the school reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
- I agree that should I be successful in this application, the school will apply to the Disclosure and Barring Service for an enhanced disclosure. I understand that should the disclosure not be to the satisfaction of the school, any offer of employment may be withdrawn or my employment terminated.

Signed: _____

Date: _____

APPENDIX 1 – Spent Convictions and the DBS Filtering Rules

Spent Convictions

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence +7 years	Length of sentence +3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence +4 years	Length of sentence +2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence +2 years	Length of sentence +18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of the conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

- Five and a half years have elapsed since the date of the conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of 'specified offences'.

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of 'specified offences'.

The list of 'specified offences' that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

RECRUITMENT MONITORING FORM

All appointments are made on merit. The monitoring form will be detached from the application form before short listing takes place.

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

In order to monitor the effectiveness and success of this policy, please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the personnel record of the successful candidate.

POST APPLIED FOR: _____ **DATE:** _____

GENDER: _____

ETHNIC ORIGIN

These grouping are in line with the 2001 census. I describe my ethnic origin as:

Asian or Asian British Group		Black or Black British		Chinese or Other Ethnic	
Indian		Caribbean		Chinese	
Pakistani		African		Other	
Bangladeshi		Black			
Asian		Other			
Other					
White		Mixed		Other	
British		White & Black Caribbean		Please specify:	
Irish		White & Black African			
White		White & Asian			
Other		Mixed			
		Other			