



Staff

APPLICATION FORM



Bridgewater School
WHERE INDIVIDUALS COUNT

Position applied for:	
Candidate name:	

**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. Sanctions, Restrictions & Prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership, NCTL), any equivalent body in the UK or a regulator of the teaching profession in any other country?	Yes	No / n/a
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act?	Yes	No / n/a
Have you ever been the subject of a direction under section 142 of the Education Act 2002?	Yes	No / n/a

If answering 'YES' to any of the questions in Section 2, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.

3. Education

(Please start with the most recent)

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

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4. **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:

5. 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:			

6. 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

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7. Interests

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

8. 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:

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 Safeguarding Policy and Safer Recruitment Policy are enclosed with the Application Pack. Please take time to read them.

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

It is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children.

- 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 may 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.
- I consent to the school undertaking an online check of information about me within the public domain, as necessary, during the recruitment and selection process.

Signed: _____

Date: _____

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			