**Application Form**

**& Equal Opportunities Form**

## Internal/External Candidates

Thank you for your interest in working at The Bridge London.

The time and effort that is invested in applying for a role with us is greatly appreciated. Please read through the guidance notes carefully which we hope will support you through the application process. If you have any queries related to your application, please do not hesitate to contact the HR Manager who will be happy to discuss general issues.

|  |  |
| --- | --- |
| **Primary School** 251 Hungerford Road  London  N7 9LD  T: +44 (0)20 7619 1000 E: primary@thebridgelondon.co.uk | Secondary School 28 Carleton Road London N7 0EQ  T: +44 (0)20 7715 0320 E: secondary@thebridgelondon.co.uk |
| Integrated Learning Space 1 Dowrey Street London  N1 0HY  T: +44 (0)20 7799 5050 E: edward.ashcroft@thebridgelondon.co.uk | The Bridge London Satellites C/O 251 Hungerford Road  London  N7 9LD  T: +44 (0)20 7619 1000 E: satellites@thebridgelondon.co.uk |
| **Hungerford School** 249 Hungerford Road  London  N7 9LF  T: +44 (0)20 7607 4187 E: hungerford@thebridgelondon.co.uk | The Bridge London Teaching School 251 Hungerford Road  London  N7 9LD  T: +44 (0)20 7619 1000 E: training@thebridgelondon.co.uk |

Please email this completed form to recruitment@thebridgelondon.co.uk

# Application Form

## For Employment in Schools/Education Establishments

|  |  |
| --- | --- |
| Job applied for  *(please specify your preferred site. This may not be the site offered if appointment is offered):* |  |

|  |  |
| --- | --- |
| Reference number: |  |
| Closing date: |  |
| Please state where you saw this vacancy advertised? |  |

## Personal Details

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Tel: Mobile |  |
| Tel: Home |  |
| Email address (home) |  |
| Email address (work) |  |

|  |  |
| --- | --- |
| Do you require a work permit to take up employment in the UK | Yes  No |
| National Insurance Number |  |
| Are you applying for this post as a job share? | Yes  No |

|  |  |
| --- | --- |
| Have you successfully completed a period of induction as a qualified teacher in this country? (for teachers only) | Yes  No |
| If yes please give details of completion |  |
| If so please give details of your Teacher Reference number (e.g. 12/34567) |  |
| Are you subject to any conditions or  prohibitions placed on you by the NCTL  (or another GTC in UK?) (*for teachers only*) | Yes  No |
| If yes please give details |  |
| Do you have Qualified Teacher Status?  (for teachers only) | Yes  No |
| If yes please give date of award |  |
| QTS Certificate Number if applicable  (for teachers only) |  |

## Present or Most Recent Employment

|  |  |  |
| --- | --- | --- |
| Name and  address of employer | |  |
| Post code | |  |
| Tel | |  |
| Email | |  |
| Post held | |  |
| Grade/spine | |  |
| Basic salary per annum £ | |  |
| Allowances | |  |
| Date started | |  |
| Until | |  |
| Notice required | |  |
| Reason for leaving | |  |
| Brief description  of duties: |  | |

## References

Please give names and addresses of two people who can verify your employment record and can provide an assessment of your suitability for this post. One must be your present or most current Line Manager. **If currently employed as a teacher your professional reference should be provided by your Headteacher**

**Please note all references will be requested immediately after shortlisting therefore, please advise your line manager of the timelines.**

Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Tel |  | Tel |  |
| Email |  | Email |  |
| Employment start |  | Employment start |  |
| Employment end |  | Employment end |  |

## Referees will be contacted before the interview

## Previous Employment

Teachers should fill in Appendix A with their current and previous employment.

Start with the most recent and list details of employment since leaving full time education. **Do not leave any gaps.** If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name and address** | **From** | **To** | **Job title** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please continue on a separate sheet if necessar*y

## Education, Qualifications and Training

**Secondary & Further Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of School, College or University** | **Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Academic & Professional**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name of School, College or University** | **Results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Other qualifications or membership of professional bodies** |
|  |
|  |
|  |
|  |

## Health

Please note, the successful candidate will be required to complete a **Pre Employment Health** questionnaire and may be asked to attend a medical examination.

## Personal Statement

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training. Attach additional sheets if necessary and please address the items in the person specification in the order given. If you do not send us this statement, you will not be considered for interview.

Before writing your statement refer to the guidance notes attached to this application form.

|  |
| --- |
|  |

*Please continue on a separate sheet if necessary*

## Safeguarding Statement

The Bridge School and Islington schools are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

## Relatives and Other Interests

|  |  |
| --- | --- |
| Are you related to, or do you have a personal relationship with an Employee of the School, London Borough of Islington or a Councillor? | Yes  No |
| If yes, please give name |  |
| Department |  |
| Relationship |  |

## Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with the London Borough of Islington’s registration under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name in BLOCK CAPITALS |  | | | |

# Equal Opportunities

## Disclosure of a Criminal Record

The Rehabilitation of Offenders 1974 (Exceptions) (Amendment) Order 1986 does not apply to posts where there is access to children. This means that applicants for employment which involves working with children and young people must disclose any criminal record.

If the post that you are applying for involves such access it will be included on the Person Specification form. If your application is successful, you are required to make these disclosures and consent to the HR Manager, verifying the accuracy of your response with the Disclosure and Barring Service.

All disclosures of a criminal record are strictly confidential. Checks are made only in connection with your application for employment with children and for no other purpose.

Disclosure of a criminal record will not necessarily debar you from employment with The Bridge School, this will depend upon the nature of the offence(s), frequency and when they occurred.

If you require further information, please contact HR on 020 7619 1000. Any offer of employment will not be confirmed where there is a failure to give relevant information.

|  |  |
| --- | --- |
| Do you have a criminal record?  (This includes Criminal Convictions or police caution/s, spent or otherwise) | Yes  No |

If Yes, in the event of you being shortlisted for this post, you will be required to give full details of your criminal record, in confidence, to the HR Manager prior to completing an application for a criminal record check with the Disclosure and Barring Service.

Applicants should note that providing false information to obtain employment is a criminal offence.

|  |  |
| --- | --- |
| Have you ever been disqualified from working with children or vulnerable adults? | Yes  No |

|  |  |
| --- | --- |
| **Barred List Checks will be undertaken for all shortlisted candidates** If shortlisted, I give my permission for a Barred List Check to be undertaken prior to interview | Yes  No |

## Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with the London Borough of Islington’s registration under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name in BLOCK CAPITALS |  | | | |

## Equal Opportunities Monitoring Information

Please note that this information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation. We need accurate data on the composition of our workforce to do this. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

|  |  |
| --- | --- |
| Name |  |
| Job Reference |  |
| Post title |  |

|  |  |
| --- | --- |
| How did you find out about this vacancy?  *if it was an advertisement, please name the publication:* |  |

|  |  |
| --- | --- |
| Date of birth |  |
| Gender |  |

## Disability

|  |  |
| --- | --- |
| **Do you consider that you have a disability under the Equality Act 2010 definition?** | Yes  No |

The definition of disability according to the Equality Act 2010 is: "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". A long-term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person’s life.

## Additional Information

We try to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British |  | Black or Black British |  |
| Bangladeshi |  | Caribbean |  |
| Indian |  | Eritrean |  |
| Pakistani |  | Ghanaian |  |
| Other Asian background (please state) |  | Nigerian |  |
|  |  |  |  |
| Mixed |  | Somali |  |
| White and Asian |  | Other African background (please state) |  |
| White and Black African |  |  |  |
| White and Black Caribbean |  |  |  |
| Other Mixed background (please state) |  | White or White British |  |
|  |  | Greek/Greek Cypriot |  |
|  |  | Irish |  |
| Chinese |  | Kurdish |  |
| Filipino |  | Turkish/Turkish Cypriot |  |
| Vietnamese |  | Other White background (please state) |  |
| Other Ethnic Group  (please state) |  |  |  |

## Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with the London Borough of Islington’s registration under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name in BLOCK CAPITALS |  | | | |