Applicant Surname (CAPITAL LETTERS):



**BOWER PARK ACADEMY**

**Application Form**

Please return your completed application form to:

**The Headteacher**

**Bower Park Academy**

**Havering Rd**

**Romford**

**RM1 4YY**

**Email:** [**Office@bowerpark.havering.sch.uk**](mailto:Office@bowerpark.havering.sch.uk)

**Telephone: 01708 730244**

Thank you for your interest in Hall Mead School.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections.

**Personal details**

|  |  |
| --- | --- |
| Last name and title: | First name(s): |
| Previous name(s): | Date of birth: |
| Home telephone number: | Home email address: |
| Work telephone number: | Work email address: |
| Address: | Mobile telephone number: |
|  |  |
|  |  |
|  | National Insurance No: |
| Please tick the box if you **do not** wish to be contacted at work | |

**Section 2**

**Post details**

|  |
| --- |
| Application for appointment as: |
| Where did you see the Advertisement for this post? |
| Do you need permission to work in the UK? Yes: No: |

**Section 1**

**Brief outline of duties in your current or most recent job**

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**Section 5**

**Previous Employment** Please include all full time and part time positions. Please list the most recent first and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer: | Start  Date: | End  Date: | Job Title | Salary/Grade: | Reason for leaving |
|  |  |  |  |  |  |

**Present Employment** (if currently employed)

|  |  |
| --- | --- |
| Employer’s name and address (if applicable) : | |
|  | |
|  | |
| Nature of business: | |
| Job title: | Date appointed: |
| Grade/Salary Spine: | Current Salary (Point): |
| Notice required: | Allowance(s) received: Type: |
| Reason for leaving: | Value: £ |
|  | Type: |
|  | Value: £ |

**Section 4**

**Section 3**

**Section 3**

**Previous Teaching Experience** (in chronological order): *(PGCE/BEd students only, include teaching practice)*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name & Type of School: | Name of LEA/Ind | Start  Date: | End  Date: | Post Held & Scale | No. on Roll Co.Ed, Boys, Girls | Ages  Taught | F/T or  P/T | Subjects  Taught |
|  |  |  |  |  |  |  |  |  |

**Section 6**

**Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. unemployment, raising family, voluntary work, training, etc.

|  |
| --- |
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|  |

**Section 8**

**Secondary School Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School(s): | From: | To: | Qualification/subject obtained & awarding body: | Grade: | Dates: |
|  |  |  |  |  |  |

**Section 8**

**Section 7**

**Section 6**

**Section 12**

**Information in support of this application**

Please describe the experience, skills, competencies and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. **If you are a teacher, please provide details of any specialist teaching experience /skills you possess that may be relevant to the post.**

**Section 11**

**Other relevant training and development activities attended in the last 5 years\***

|  |  |  |
| --- | --- | --- |
| Brief description /Course title: | Date: | Organising Body: |

\*(Please list the most recent first and continue on a separate sheet if necessary)

**Professional qualifications** Including details of professional association membership.

|  |  |
| --- | --- |
| Do you hold Qualified Teacher Status (QTS)? Yes No | DfES Number: |
| **If yes please complete the following:** | |
| Date Statutory Induction Period (if qualified since August 1999) started: | Completed: |
|  |  |

**Section 10**

**Section 9**

**Continuing Education\*** (University/College/Apprenticeships etc) Please list most recent first.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Educational  Establishments: | From: | To: | Qualification/subject obtained & awarding body: | Level/Grade: | Dates: |
|  |  |  |  |  |  |

**Section 12**

**Information in support of this application** continued

**References**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. For Teaching posts, your most recent reference must be from your current Headteacher.

|  |  |
| --- | --- |
| Name and address: | Name and address |
|  |  |
|  |  |
|  |  |
| Position: | Position: |
| Telephone number: | Telephone number: |
| Fax number: | Fax number: |
| Email address: | Email address: |

Notes (i) **Referees will be contacted before interview**.

1. If either of your referees know you by another name please give details:
2. The School may contact other previous employers for a reference with your consent.
3. References will not be accepted from relatives or from people writing solely in the capacity of friends.

**Section 13**

**Section 14**

**Close Personal Relationships**

Are you a relative or partner, or do you have a close personal relationship with any employee or Governor of the establishment to which your application is being made? If ‘yes’ please state the name(s) of the person(s) and relationship. (see notes below)

Yes: No:

Failure to disclose a close personal relationship as above may disqualify you. Canvassing of Governors by or on your behalf is not allowed.

**Section 15**

**Declaration**

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the School, and is likely to result in dismissal.

**Disclosure of Criminal Convictions**

Short-listed candidates will be asked to complete a ‘Self Disclosure’ form and, an enhanced Disclosure will be sought from the Disclosure and Barring Service in the event of a successful application. A conviction will not necessarily be a bar to obtaining employment.

**Safer Recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

**Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Correspondence**

Thank you for applying for this post. Your interest in working with us

is very much appreciated. It is not practice to acknowledge receipt of

applications. However, if you would like to be informed of the outcome

of your application once the selection process has been completed, then

please enclose a stamped addressed envelope.

**Signed:**

**Date:**

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