**APPLICATION FORM**

*Please note that the information requested on this form is the minimum required for us to consider your application. Candidates called for interview may be asked to supply additional information.*

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| Post applied for: |

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| Surname: | Forename:  ‘Known as’: | |
| Address for correspondence: | Date of Birth: | |
| Marital Status: | |
| DFE Teachers’ Reference Number (if applicable) | National Insurance Number |

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| **Contact Details:** So that we can get hold of you quickly and reliably,  please state, in order of preference, how we can contact you | |
| Mobile, email, etc. | Details |
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| **References**: Please give the name, address, telephone number and email address of TWO independent referees from whom we may seek information regarding your suitability for this role. ONE of the referees must be your current or most recent employer, usually this will be your headteacher | |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Postcode: | Postcode: |
| Telephone Number: | Telephone Number: |
| Email Address: | Email Address: |
| Relationship to You: | Relationship to You: |
| Can we contact prior to interview?  Yes  No | Can we contact prior to interview?  Yes  No |

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| **Current Employment** | |
| Current or last role (please indicate if full or part time): | Role title: |
| Date appointed: |
| Name and address of Employer: | Date left (if applicable): |
| Current salary (point or amount): |
| Notice required: |

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| **Previous Employment**  Please list all *permanent* employment, with the most recent first. Please do not include temporary jobs such as jobs you may have taken during university vacations which are not relevant to the role you are applying for at Bourne Grammar School | | | |
| Dates | | Employer name and location | Role(s) held with employer |
| From | To |
| *e.g*  *1.9.2009* | *31.8.2010* | *The Academy, London* | *Teacher of Maths*  *Maths KS3 Coordinator* |
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| **Qualifications and Training** | | |
| Degree-level and Professional (e.g. Teaching) qualification(s)  *Please list institution, course title, dates and class of degree obtained* | | |
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| A-Level and AS-Level (or equivalent qualifications)  *For each institution, please list subjects, dates and grade achieved* | | |
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| GCSE (or equivalent qualifications)  *For each institution, please list subjects, dates and grade achieved* | | |
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| **Additional Information (not compulsory)**  Please provide details of any skills, knowledge and experience that make you suitable for this role  Do not include any additional sheets |
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| **Data Protection** |
| The personal information supplied by you on this application form will only be used to consider your application for employment with Bourne Grammar School.  If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.  The information you supply on the Equal Opportunities and Monitoring Form will be used for those purposed states and will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring. |

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| **Criminal Convictions** |
| This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposed are ‘spent’ and in the event of employment, failure to disclose such disclosure such convictions could result in dismissal or disciplinary action by Bourne Grammar School. Any information will be treated confidentially.  Have you ever been convicted of a criminal offence by a Court of Law? Yes  No  If yes, please attach details including the offence and the date. |

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| **Are there any special arrangements that we can make for you if you are called for an interview?** |
| Yes  No  If yes, please specify (e.g. ground floor venue, sign language, interpreter etc.) |

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| **Are you related to or connected with any employee or Governor of Bourne Grammar School?**  Please state their name(s) below and the relationship |
| Yes  No  Details: |

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| **Declaration** | |
| I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing an employee of Bourne Grammar School, whether directly or indirectly, will result in this application being disqualified. | |
| Signed: | Date: |

*Completed application forms should be returned to Mrs Stella Chamberlain*

*by email to:* [*recruitment@bourne-grammar.lincs.sch.uk*](mailto:recruitment@bourne-grammar.lincs.sch.uk) *or*

*by post to: Bourne Grammar School, South Road, Bourne, Lincs, PE10 9JE*

**Equal Opportunities and Monitoring Form**

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| **Personal Details** | | | | |
| Full Name:  Date of Birth: | | Title: | Gender: | |
| Age: | Marital Status: | |
| Please state where you saw this job advertised:  **(Optional)**  Is your gender identity the same as the gender you were assigned at birth? Yes  No | | | | |
| **Ethnic Origin** | | | | |
| Asian or Asian British  Indian  Pakistani  Bangladeshi  Chinese  Any other Asian background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  White  English  Other British  Irish  Any other White background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mixed background  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Black or Black British  Caribbean  African  Any other Black background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Other Ethnic Groups  Arab  Gypsy/Romany/Irish Traveller  Any other background,  please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Religion (Optional)**  Buddhist  Christian  Hindu  Jewish  Muslim  Sikh  None  Other  Prefer not to say  **Sexual Orientation (Optional)**  Bisexual  Gay/Lesbian  Heterosexual  Other  Prefer not to say  **Disability**  Bourne Grammar School is positive about disability and welcomes applications from disabled people. Please answer the section on disability, which we include to establish: whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). We undertake to interview any applicant who declares a disability detailed on the Application for Employment and who meets the minimum essential criteria for the job.  Do you have any of the following long-standing conditions?  Deafness or severe hearing impairment  Blindness or severe visual impairment  A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying  A learning difficulty  A long-standing psychological or mental health illness  Other, including long-standing illness  No, I do not have a long-standing condition  Do you have any specific requirements for interview or testing that you wish us to know about? Please give details: | | | | |

Please return this form with your completed application form