

**BARTON COURT GRAMMAR SCHOOL**

Post title:

**Please complete using black ink or type.**

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post. Please ensure you complete **ALL** sections of the application form. Your application will be treated in the strictest confidence.

|  |  |
| --- | --- |
| **Title and Last Name:** | **First Name(s):** |
| **Previous Surname (s):** |  |
| **Date of Birth:** |  |
| **Home Address:****Post Code:** | **Address for communications** *(if different)* |
| **Home Telephone Number:** | **Mobile Telephone Number:** |
| **Email address:** | **DfE Teacher Number:***(required to meet Safeguarding Children* *& Safe Recruitment guidelines)* |
| **National Insurance Number**(You can obtain this from the Dept of Social Security If appointed you will be required to produce documentary evidence of your National Insurance Number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.) |  |

**Work Permit**

|  |  |
| --- | --- |
| Yes |  |

|  |  |
| --- | --- |
| No |  |

Do you need a work permit/visa to be employed in the UK? Please tick appropriate box

**Education and Training**

Original documentation of qualifications will be required prior to an appointment.

**a) Training as a Teacher**

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| --- | --- |
| Name of Teacher Training Institute: |  |
| Dates: | From: | To: |
| Qualification obtained: |  |
| Subjects – Main and Subsidiary |  |
| Age Range/ Key Stage |  |
| Other special interests: |  |

**b) Higher Education (other than initial teacher training)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Institution | Date from | Date to | FT/PT | Qualification | Subject/s | Grade | Date of award |
|  |  |  |  |  |  |  |  |

**c) Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of school | Address | Date from | Date to | GCSE/O Level or equivalent (with **grades**) | A Level or equivalent (with **grades**) |
|  |  |  |  |  |  |

**Employment**

|  |  |
| --- | --- |
| **Name and address of current employer:** | **Job title:** |
| **Date Started:** | **Salary:** |
| **Main Duties and Responsibilities**(please continue on a separate page if necessary) |

**Previous Employment**

Please give details of all jobs held after the age of 18, including part time and unpaid work, starting with your employment history prior to that given above. Please explain any gaps. When giving details of school employment please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation, academy. Please state school name and address, the LA area and whether boys, girls or mixed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer\* | FT/PT | Date from  | Date To | Job Title | Salary on leaving & TLR payment (if a school) |
|   |  |  |  |   |  |

**In-Service Training and Development**

Please give details of relevant courses and training undertaken in the last five years.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates and duration | Title of Course/ Training incl. Home Study and Distance Learning | Name of Provider e.g. LEA, College etc. | Qualification obtained (if any) |
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**Other Skills and Interests**

Please include languages (spoken/written), computers, etc. Please provide details of any community or voluntary work experience.

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|  |

**Health**

|  |  |
| --- | --- |
| **No** |  |

|  |  |
| --- | --- |
| **Yes** |  |

Are you in good health?

*Please tick appropriate box*

If no, please give details

|  |
| --- |
|  |

**How did you hear about the vacancy?**

*Please tick appropriate box*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School Website** |  | **TES** |  | **Kent Teach** |  | **ETeach** |  | **Other** |  |

**Disclosure of Relationship:**

|  |  |
| --- | --- |
| **Yes** |  |

|  |  |
| --- | --- |
| **No** |  |

Are you related to any elected member of the School Governing Body?

If yes please provide details

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| --- |
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**Referees**

Please give details of two people to whom you are not related and to whom a request for a reference can be made. One should be your current employer (Headteacher) or, if you are unemployed, your last employer (Headteacher). In the case of school/college/university leavers, you should use your Tutor. In certain circumstances a reference may be requested from any of your previous employers.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of current employer****(Headteacher)** |  |  | **Name** |  |
| **Relationship to you** |  |  | **Relationship to you** |  |
| **Address** |  |  | **Address** |  |
| **Email address** |  |  | **Email address** |  |
| **Telephone No.** |  |  | **Telephone No.** |  |
| NB: If you are selected for interview we will automatically contact your current employer (Headteacher) for references and ask them to divulge any issues relating to child protection concerns and/or disciplinary procedures that you may have been subject to during your employment. |  |  NB: If you are selected for interview we will automatically contact your referee for a reference and ask them to divulge any issues relating to child protection concerns and/or disciplinary procedures that you may have been subject to during your employment. |

**Criminal Offences**

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to the school’s satisfaction. We would also ask that you make known details of any police reprimands, cautions or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau.

**Have you ever been convicted or cautioned of a criminal offence?**

|  |  |
| --- | --- |
| **Yes** |  |

|  |  |
| --- | --- |
| **No** |  |

(If yes please provide details of the Offence, the Sentence and the date)

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**Reasons for Application**

Please give your reasons for applying for this post, outline how your knowledge, skills and experiences meet the competencies required for this post. Remember to consider experience in previous employment and relevant experience outside of paid work e.g. that gained at home, through the community or through leisure/college activities.

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**Data Protection Statement**

'I hereby give my consent for Barton Court to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.'

**Declaration**

***I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.***

Signed …………………………………………………Date ……………………………

Please return your completed application form to: Mrs R Light

 Barton Court Grammar School

 Longport

 Canterbury, Kent

 CT1 1PH rlight@bartoncourt.org

**Equal Opportunities Monitoring**

This section of the application is CONFIDENTIAL and will be detached from your application. It is solely for monitoring purposes.

Barton Court recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

**Equalities Monitoring**

**Ethnic Origin**

Please tick one box only, indicating the category that best describes your ethnic origin.

|  |  |  |
| --- | --- | --- |
| **White** |  | **Black or Black British** |
| British |  |  | Caribbean |  |
| Irish |  |  | African |  |
| Any other white background(please specify) |  |  | Any other black background(please specify) |  |
|  |  |  |  |  |
| **Mixed** |  |  | **Asian or Asian British** |  |
| White and Black Caribbean |  |  | Indian |  |
| White and Black African |  |  | Pakistani |  |
| White and Asian |  |  | Bangladeshi |  |
| Any other mixed background(please specify) |  |  | Any other Asian background(please specify) |  |
|  |  |  |  |  |
| Chinese |  |  | Any other Ethnic Group(please specify) |  |

**Gender:**

**Religion:**

**Sexual Orientation:**

**Disability Statement**

Barton Court aims to be a fair employer and is committed to equal opportunity for disabled people. Applications from disabled people are welcome. If you are offered an interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

Please answer the following questions: Please delete:

|  |  |
| --- | --- |
| Do you consider yourself disabled | Yes/No |
| If YES, do you consider yourself to be disabled under the terms of the Disability Discrimination Act? | Yes/No |

The Disability Discrimination Act 1995 defines disability as **“a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”**

|  |  |
| --- | --- |
| Is there anything you would particularly like to tell us about your disability?  |  |

Do you wish us to try to arrange for any of the following to be available, if you are called for interview?

 Please tick:

|  |  |
| --- | --- |
| Induction loop or other hearing enhancement |  |
| Sign language interpreter (please state type) |  |
| Keyboard for written tests |  |
| Someone with you at the interview (e.g. advocate or facilitator) |  |
| Assistance in and out of vehicle |  |
| Accessible car parking |  |
| Wheelchair access |  |
| Accessible toilet |  |

Other assistance (please specify):

|  |
| --- |
|  |

**The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities. Thank you for providing this information.**