|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| **Title:**  **Dr/Mr/Mrs/Miss/Ms** | **Forename(s):** | **Surname:** |
| Address:  Postcode: | | Former names: |
| Preferred name: |
| National Insurance Number: |
| Are you currently eligible for employment in the UK?  Yes  No   Please provide details: |
| **Vacancy Applied for:** | |
| **Where did you see the advertisement?** | |
| Date of Birth: |
| Telephone Number(s):  Home:  Work:  Mobile:  Email Address: | |  |
|  |
|  |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Burgess Hill Girls? If so, please provide details. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education**  **Please start with the most recent** | | | | | |
| **Name of University/ School/College/** | **Dates of Attendance** | **Examinations** | | | |
| **Subject** | **Result** | **Date** | **Awarding Body** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
|  | | | |
| **Employment** | | | |
| Current/most recent employer: | | Current/most recent employer’s address: | |
| Current/most recent job title: | | | Date started: |
| Brief description of responsibilities: | | | Date employment ended (if applicable): |
| Current salary/ salary on leaving: | Do you/did you receive any employee benefits? If so, please provide details of these. | | |
| Reason for seeking other employment: | | | |
| Please state when you would be available to take up employment if offered: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employment and/or Activities since leaving secondary education**  Please continue on a separate sheet if necessary | | | |
| **Dates** | **Name and address of employer or**  **Self-employment**  **Unemployment** | **Position held and/or duties** | **Reason for leaving** |
|  |  |  |  |

**Please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since secondary education. Provide, where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment**

|  |
| --- |
| **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 role. Continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **Interests**  Please give details of interests, including any which could be relevant to the role or to the School’s extra curricular programme |
|  |

|  |
| --- |
| **Criminal Records** |
| An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS (Disclosure and Barring Service). If you are successful in your application you will be required to undergo an enhanced DBS Check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the School on request).  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) must be declared. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School’s objective assessment procedure (a copy of which is available from the School on request).  Have you been convicted by the courts of any criminal offence? Yes  No   Is there any relevant court action pending against you? Yes  No   Have you ever received a caution, reprimand or final warning from the police? Yes  No   If ‘YES’ to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form. |

|  |  |
| --- | --- |
| **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 employment 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 short listed candidates before interview. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone Number:  Email Address:  May we contact prior to interview?  Yes  No  | Name:  Organisation:  Address:  Occupation:  Telephone Number:  Email Address:  May we contact prior to interview?  Yes  No  |

|  |
| --- |
| **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 employees 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.  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  |
| **Declaration** |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not disqualified from work with vulnerable groups including children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * 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.     Signature ………………………………………………………………  Date ……………………….. |

Date Received:

Date acknowledged:

**IMPORTANT INFORMATION**

**The following notes should be read in full before an application is submitted.**

1. **APPLICATION FORMS**

Completed application forms should be emailed, posted or delivered in person to Burgess Hill Girls to be received by no later than 5.00pm on the closing date. Application forms received in school after the closing date and time and incomplete applications will not be accepted.

2. **EMPLOYMENT OF EX-OFFENDERS**

Burgess Hill Girls meets the requirements in respect of the Rehabilitation of Offenders Act 1974. all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, with the exception of those convictions and cautions which, under the Exceptions Order 1975 (2013) are deemed to be protected and therefore not subject to disclosure. Please contact the HR Manager for a copy of the School’s policy on the Employment of Ex-Offenders if required.

3. **SHORTLISTING**

It should be noted that shortlisting will be based solely upon the information provided by the applicant on the application form.

Members of the shortlisting panel are not permitted to take into consideration information known to them personally about any candidate.

4. **INTERVIEW ARRANGEMENTS**

Candidates will be invited to attend for interview in the first instance by telephone or email followed by invitation in writing. Candidates are requested to advise school if unable to attend.

If a candidate fails to present him or herself for interview, it will be deemed that they have withdrawn from the selection process.

If a candidate is unavoidably detained en-route to interview they should contact the school immediately.

5. **NOTIFICATION OF UNSUCCESSFUL CANDIDATES**

In the interests of economy, candidates not shortlisted for posts in schools may not be notified. Applicants who have not been advised of an interview within 1 week of the closing date for teaching vacancies or 2 weeks of the closing date for non-teaching vacancies may wish to contact the school and make enquiries. All candidates selected for interview will be advised whether successful or not.

6. **NOTIFICATION OF SUCCESSFUL CANDIDATES**

A candidate is deemed to have been offered the role **only** on receipt of a formal written offer of employment from Burgess Hill School for Girls Company. **Recommended candidates must not take any action to terminate their current employment until they are in receipt of a formal written offer of employment from Burgess Hill School for Girls Company.**

7. **VERIFICATION OF QUALIFICATIONS**

A formal written offer of employment from Burgess Hill School for Girls Company is conditional on the successful candidate providing original documentary proof of qualifications stated on the application form. Candidates invited for interview will be requested to bring proof of identity and qualifications on the day of interview.