

**national British Online School**

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| **JOB APPLICATION FORM**  **Please complete in type or black ink and refer to guidance notes.** Return completed form to: [hr@ibos.org.uk](mailto:hr@ibos.org.uk) | ***Confidential*** |

Post Applied for:

Where did you see this post advertised?

**PART A** **PERSONAL DETAILS (use block letters)**

**Title: First Name:**

**Last Name: **

**National Insurance No**

**Have you ever been known by any other names? Yes/ No**

**If Yes, please provide full name**

**and applicable start date and end date**

**Home contact number: Mobile number:**

**Email address:**

**Current address:**

**Postcode:**

Are you applying for this post as a job share? YES NO

Do you require a work permit (please refer to guidance notes)? YES NO

Do you appear on a Barred list prohibiting you from working with

Children or vulnerable students? YES NO NOT APPLICABLE

**SAFEGUARDING POSITIONS- INFORMATION FOR APPLICANTS**

**PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE**

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer:

Job Title:

Start Date: End Date:

Current Salary:

Reason for Leaving:

Current duties and Responsibilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From: “mm/yy”** | **To: “mm/yy”** | **FT/PT** | **Employer’s name and address** | **Please provide the below details**   * **Job title,** * **brief description of duties,** * **and reason for leaving.** |
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**Please provide details of any employment gaps on a Separate sheet of paper.**

Signature:

Date:

I understand that if I am appointed, I may be asked to provide evidence of any academic or professional qualifications listed in the application form.

(Teachers only) DfES no:

**Membership of professional bodies (including registration numbers)**

**PART C EDUCATION, QUALIFICATIONS AND TRAINING**

**Please give details, in chronological order, of secondary schools, colleges, universities attended**

**and any Qualifications obtained (GCSE, BTEC, NVQ, GCE, A-level and above). Continue on a separate sheet if necessary.**

**Other training courses attended (including short, in-service training)**

Date

Examination/Results

Education establishment attended

Course title, level, results (if appropriate)

Date

**EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION**

**Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate**

**for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet**

**if necessary.**

**Personal references will not be accepted. All references will be requested prior to interview.**

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. One of your references must be your present Employer, or your present Head Teacher or Principal of your college if you are seeking a first appointment. Please note that referees in this section should be people able to comment on your professional record and must not be related or be personal references. If you have not been employed, please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

**A referee will be approached prior to interviewing the candidate. So you need to be sure that your referees are willing and able to provide a reference. One reference must be your current Headteacher if you are currently employed as a teacher.**

**PART D REFERENCES**

NO

NO

NO

If yes, please give brief details:

If yes, please give brief details:

Postcode:

**PART E RELATIVES/OTHER INTERESTS**

**Canvassing of School’s officers in relation to this appointment will disqualify you.**

Work Telephone No:

Job title:

Work Telephone No:

Address:

Mobile No:

Job title:

Name:

Mobile No:

Postcode:

Name:

Email:

Address:

Email:

YES

Are you related to a Governor of the school to which you are applying?

YES

If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?

YES

Have you left your in the last two years by reason of redundancy?

**PART F DISABILITY**

Please indicate if you any need particular arrangements at the interview.

**PART G CRIMINAL RECORDS DISCLOSURE**

1. **All applicants**

**All applicants for posts within the School are required to disclose any unspent convictions.**

1. **Applicants for posts that in the normal course of the post-holder’s duties have access to children, young persons and/or vulnerable adults**

All applicants for posts in these categories are required to disclose **all convictions, cautions, reprimands and final warnings, both spent and unspent** as such posts are exempt from the provision of the Rehabilitation of Offenders Act 1974. If you are offered a post in this category, it will be on a conditional basis, subject to a satisfactory Criminal Records Bureau disclosure.

**For all applicants, any criminal record information should be disclosed on a separate sheet and attached to your application form in a sealed envelope**.

Such information will be treated in the strictest confidence and only appropriate officers involved in your application process will be able to view this information.

Withholding criminal record information may lead to the withdrawal of an offer of employment, or if following appointment, to disciplinary action, which may result in dismissal.

**PART H PREVENTION AND DETECTION OF FRAUD**

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

**PART I DECLARATION**

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Date:

Signed:

**Diversity and Equality in Employment**

**IBOS is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence and will be used solely for the purposes of monitoring.**

**This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered**

**as part of the short listing or appointment process.**

**Please select the category that best describes your ethnicity. These categories are taken from the last national Census 2011. \***

|  |  |  |  |
| --- | --- | --- | --- |
|  | White; English / Welsh / Scottish / Northern Irish / British |  | Mixed; White and Black Caribbean |
|  | White; Irish |  | Mixed; White and Black African |
|  | White; Gypsy or Irish Traveler |  | Mixed; White and Asian |
|  | White; Other White |  | Mixed; Other Mixed |
|  | Indian |  | Black/African/Caribbean/Black British; African |
|  | Pakistani |  | Black/African/Caribbean/Black British; Somalian |
|  | Bangladeshi |  | Black/African/Caribbean/Black British; Caribbean |
|  | Chinese |  | Black/African/Caribbean/Black British; Other Black |
|  | Other Asian |  | Other Ethnic Group; Arab |
|  | Other Ethnic Group; Any Other Ethnic Group |  |  |

**What is your religion or belief? \***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Atheist |  | Christian |  | Jewish |
|  | Buddhist |  | Hindu |  | Muslim |
|  | Sikh |  | No religion or belief |  | Other |
|  | Prefer not to say |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please confirm your gender \* Is your present gender the same as the one assigned to you at birth? \***   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |  | Prefer not to say |  |  |  |  |  | | --- | --- | |  | Male | |  | Female | |

**What is your age range? \***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 16-24 |  | 35-44 |  | 55-64 |
|  | 25-34 |  | 45-54 |  | 65+ |
|  | Prefer not to say |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your sexual orientation? \***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Bisexual** |  | **Heterosexual** |  | **Other** | |  | Gay Man |  | Lesbian/Gay Woman |  |  |   **Disability** |
| The Equalities Act 2010 defines a disabled person as someone with a physical or mental impairment which has a  substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. |
| **Do you consider that you are disabled? \***   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Yes |  | No |  | Prefer not to say | |

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**Safeguarding Positions – Information for Applicants**

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| This position is exempt from the Rehabilitation of offenders Act 1974, which means that all applicants must disclose all criminal convictions irrespective of whether they are spent or not. You must include details of the nature of the offence, the date of the offence and sentence.  Recruitment to this position is being undertaken under the School’s Safe Recruitment Policy. To ensure the safety of our students we will take the utmost care throughout this recruitment process to examine, evaluate, and verify all information supplied to us by applicants. Providing false information is an offence and candidates who provide it will not be selected, may be dismissed and/or reported to the police. All successful candidates will be required to undertake an enhanced DBS check. |
|  |
| APPLICATION FORM |
| Please ensure your application completely covers your experience since leaving secondary education, worklessness and time spent outside the United Kingdom. Please mention the reason for leaving your previous employment and mention if your previous employment was on a full time or part time basis. We will ask for and verify any registration with professional bodies required for the position. |
|  |
| INTERVIEW |
| At interview you may be asked to elaborate further on any of the information provided on your application form especially time spent outside work, time spent abroad, reasons for leaving previous employment and any apparent discrepancies or gaps not accounted for.  We will ask you questions relating to your motivation for working with children or vulnerable adults, your values and ethics, and your understanding of safeguarding. |
|  |
| PRE EMPLOYMENT CHECKS (REFERENCES, DBS, MEDICAL) |
| We will approach your last two employers, including your current employer, or your employers for the last five years (whichever is the longer) for references. We may ask for your permission to approach your current employer or any of your previous employers at any time before short-listing takes place. As per the School’s safeguarding policy, once you have been invited for an interview the school will contact your referees to obtain references prior to the interview. We will undertake an enhanced DBS check for this position.  We will not let you commence until these checks, along with full medical clearance, are complete. We may also make enquiries to any of your previous employers to clarify or confirm information obtained at interview.  For candidates who have spent significant time outside the UK we will make every effort to validate the information supplied on the application form and will make enquiries with police forces abroad to establish any criminal history. |
|  |
| DECLARATION |
| I have read and am willing to apply for this position under the process outlined above. I am not disqualified from working with children or vulnerable adults and do not appear on any of the following lists:   * Protection of Children Act (POCA) List * Protection of Vulnerable Adults (POVA) List * information that is held under Section 142 of the Education Act 2002   information that is held under Section 142 of the Education Act 2002 |
|  |
|  |

Signed:

Name:

Print Name:

Signature:

**Please use this page to provide any additional information**

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**Please use this page to**