**CONFIDENTIAL**

APPLICATION FORM FOR TEACHING STAFF

In addition to this form, you should submit a letter of application addressed to the Headmaster. This should be a maximum of 1,000 words in length. This letter should detail why you are applying for the position, and the skills, experience and knowledge you have that make you suitable.

Please type in the spaces provided. Please complete all sections. CVs will not be accepted in substitute for completed application forms.

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| Details of Position Applied For |
| Job Title |  |
| Where did you see the position advertised? |  |

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| Personal Details |
| Surname |  |
| Forename(s): |  |
| Title |  |
| Any previous surnames |  |
| Telephone number |  |
| Email |  |
| Address & Postcode |  |
| If you have been at this address for less than five years, please provide details of previous addresses |  |

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| Education and Qualifications |
| Name of Institution (most recent first to A-Levels or equivalent) | Dates Attended | Qualifications with grades and dates obtained |
| From (MM/YY) | To (MM/YY) |
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| Professional development/qualifications which you consider to be relevant to this application |
| Course Title (include any relevant details) | Provider | Date |
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| Membership of Professional Bodies |
| Name of Body | Membership Status | Date Membership Commenced |
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| Employment History |
| Please gives details of all periods of employment, starting with your current or most recent employer |
| Name and Address of Employer |  |
| Position Held  |  |
| Employed From |  | Employed Until |  |
| Reason for Leaving |  | Salary | £ |
| Notice Period |  |
| Main Duties |  |
| Name and Address of Employer |  |
| Position Held  |  |
| Employed From |  | Employed Until |  |
| Reason for Leaving |  | Salary | £ |
| Main Duties |  |
| Name and Address of Employer |  |
| Position Held  |  |
| Employed From |  | Employed Until |  |
| Reason for Leaving |  | Salary | £ |
| Main Duties |  |

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| Employment History (continued) |
| Name and Address of Employer |  |
| Position Held  |  |
| Employed From |  | Employed Until |  |
| Reason for Leaving |  | Salary | £ |
| Main Duties |  |
| Name and Address of Employer |  |
| Position Held  |  |
| Employed From |  | Employed Until |  |
| Reason for Leaving |  | Salary | £ |
| Main Duties |  |
| Should you require additional space, copy and paste sections from above. |

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| Gaps in employment and education since leaving secondary education |
| Date From (MM/YY) | Date To (MM/YY) | Reason |
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| Confidential References |
| References will be sought on short-listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to the safeguarding of children, including penalties that are time-expired, and any child protection concerns. Please ensure you have contacted your referees regarding this application.  |
| Referee One (Current or most recent employer) |
| Name (including title) |  |
| Occupation |  |
| Address & postcode |  |
| Email |  | Telephone Number |  |
| Are you happy for us to contact this referee prior to the interview? |  |
| Referee Two |
| Name (including title) |  |
| Occupation |  |
| Address & postcode |  |
| Email |  | Telephone Number |  |
| Are you happy for us to contact this referee prior to the interview? |  |

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| Further Details  |
| Do you hold a current, valid driving licence? |  |
| National Insurance Number |  |
| DfE Number |  |
| Do you have Qualified Teacher Status? |  |
| Do you have the right to work in the UK? |  |
| Do you require sponsorship for this post? |  |
| If you are an EU citizen, were you living in the UK by 31/12/20? |  |
| If ‘YES’ to the above, have you successfully applied to the EU Settlement Scheme? |  |
| Please indicate whether you have any family or close relationships with employees at Bruern Abbey School, or Bellevue Education. If ‘yes’, provide details (nature of relationship, full name, and employment role as applicable). Please note, canvassing in any form may disqualify you from employment. |
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| Reasonable Adjustments required at Interview Stage |
| Bruern Abbey is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require below. |
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| Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 |
| This post is covered by the **Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975** because it is a position that involves working directly with children or young people. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. If you have lived overseas in the last five years, we will require the equivalent checks from each country in which you have lived. We can no longer use the EEA Overseas Check. You are required to declare any unspent convictions, cautions, warnings and bind-overs you may have, whether issued in the UK or another country, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. If you have a criminal record this will not automatically bar you from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria. |
| Have you ever been convicted of any criminal offences, warned or reprimanded or been officially cautioned in relation to any such offence? |  |
| Do you have any relevant court action pending?  |  |
| Are you included in any list of people barred from working with children by the Independent Safeguarding Authority (ISA), the General Teaching Council, or any other regulatory body? **It is a criminal offence for barred individuals to seek, or to undertake, work with children.** |  |
| Has the Secretary of State for Education ever issued you with a personal warning or included your name on the Children’s Barred List (previously List 99 and PoCA List)?  |  |
| If you have answered yes to any of the questions above, please give details on a separate sheet in an envelope marked confidential and addressed to the Headmaster. |

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| Declaration |
| By signing below: | Type an ‘X’ in the boxes below to confirm |
| I consent to the School collecting and processing the information given on this form, including any “sensitive” and personal information, as may be necessary during the recruitment and selection process, and for equality monitoring, and to my details being retained so that I may be contacted about any potential future appointment at the school within the next 12 months. Such use will be subject to the provisions of the Data Protection Act 1998, the GDPR 2018 and the School’s Recruitment Policy. If I wish to withdraw my permission at any time I will notify the school in writing. |  |
| I confirm that the information I have given on this application form is true and correct to the best of my knowledge. I understand and accept that providing false information may result in my application being rejected or the withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police and/or the DBS.  |  |
| I understand and accept that checks may be carried out to verify the contents of my application form. |  |
| Where applicable, I will be subject to the regulations on political restrictions as defined in the Local Government and Housing Act 1989. |  |
| Signature (if you are submitting this form electronically, you can type your name in place of a signature)  |  |
| Date |  |

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| Please return a PDF of this application form, with the letter of application (also as a PDF), to recruitment@bruernabbey.org |

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