

Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check.

Electronic versions of this form are available at www.bartleygreen.org.uk

Please complete all sections on the form. If any section does not apply to you, enter not applicable (N/A). Please complete in black font/ink.

It is important that you refer to the Guidance Notes before completing this form.

Job Application Form – Teaching Staff

1. Vacancy Details This section must be completed

Position applied for: _____

Main subject: _____

Subsidiary Subject: _____

Other Subject interests: _____

e.g. Sport, Music, Drama etc. _____

2. Personal Details

First name(s): _____

Last name: _____

Title: _____

Any Previous Name/s: _____

Address: _____

Postcode: _____

Daytime Tel No: _____

Evening Tel No: _____

Mobile Tel No: _____

Email: _____

Do you have the Right to Work in the UK?

Yes ☐

No ☐

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

National Insurance Number, if you have one

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Current driving licence (if this is a requirement of this post): Yes ☐

No ☐

If Yes, type of licence _____

Teacher Reference Number (TRN) _____

Do you have QTS, including skills test if qualified post 2004? Yes ☐ No ☐

3. General Information

Are you related to or do you have a close relationship with an employee or governor of Bartley Green School?

Yes ☐ No ☐

If yes, please tick as applicable and provide details:

Bartley Green School Governor ☐ Bartley Green School Employee ☐

Name: _____

Position: _____

Relationship: _____

4. Retirement and Dismissal

Are you in receipt of a Teachers' Pension?

Yes ☐ No ☐

If yes, from what date did it take effect and what type of pension are you receiving? i.e. Actuarially Reduced Benefits, Premature Retirement, Ill Health

Have you ever been dismissed from a school for misconduct?

Yes ☐ No ☐

Please attach full details of the reason for the dismissal in a sealed envelope marked 'Private and Confidential' and return with your application.

Please be assured that providing this information will not necessarily bar you from employment.

5. Statutory Induction

Did you gain QTS after May 1999?

Yes ☐ No ☐

If yes, where did you serve your induction? _____

Between what dates did you serve your induction? _____

Did you pass the induction?

Yes ☐ No ☐

Do you have any period left to serve on your induction?

Yes ☐ No ☐

If yes, how much longer have you got to serve? _____

If not complete, please attach copies of your induction reports for the period served.

6. Education/Qualifications in Further/Higher Education (Most recent first)							
From		To		Cert, Diploma, Degree, Higher Degree, etc	Awarding Body	Class/Div Obtained	Date Gained/ Expected
Mth	Yr	Mth	Yr				

7. Education/Qualifications in Secondary (Most recent first)									
From		To		Name of School/College	Subjects	Type of Exam	Awarding Body	Grade	Date Gained
Mth	Yr	Mth	Yr						

8. Experience – Previous Career and Other

Please complete the following, in full chronological order and include all employment including non-teaching. For safeguarding purposes, it is essential that you also include any breaks in employment history together with the reason for the break. Failure to include all details may result in your form being rejected. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. **If you have passed threshold and are successful in your application, you will need to supply a copy of your letter of confirmation.**

From (DD/MM/YYYY)	To (DD/MM/YYYY)	Employer's Name	Employer's Address	Position Held	Salary of current or most recent teaching position	F/t P/t	Prop. of Hrs	Responsibilities (Please indicate type and size of school, subjects and ages taught)	Reason for Leaving/Reason for break in employment

9. In Service Training/Professional Development (Most recent first)

Date(s)		Organising Body	Course Title	Length of Course
From	To			

10. Arrangements for Interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes ☐ No ☐

If yes, please specify, e.g. ground floor venue, sign language interpreter, audiotape etc. _____

11. References Please give details of two referees, one of whom must be your current or most recent employer. If this employment has been within a school, this must be the Headteacher, unless there are exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. Please also include an email address wherever possible. References will not be accepted from relatives or people writing solely in the capacity of friends

Name: _____

Address: _____

Postcode: _____

Tel No: _____

Fax No: _____

Email: _____

Job Title: _____

Relationship to you: _____

If this referee knows you by another name please give that name: _____

Name: _____

Address: _____

Postcode: _____

Tel No: _____

Fax No: _____

Email: _____

Job Title: _____

Relationship to you: _____

If this referee knows you by another name please give that name: _____

12. Other Information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient detail of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and the job title. (No more than 3 sides of A4 Paper in total)

It is important that you refer to the 'Guidance Notes' when completing this section.

13. Data, Disclosure and Confirmation

Data The information provided will be used to administer the selection process for the post advertised. For successful candidates the data will form part of the employee record and for unsuccessful candidates will be retained for 6 months in case of any query or complaint relating to the selection process.

You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

Disclosure

Under the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 you must disclose all cautions and convictions even if they are spent, unless they are protected cautions and convictions.

Protected cautions and convictions are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/governments/collections/dbs-filtering-guidance>

If you do have any convictions, cautions, reprimands or warnings; before signing this section of the application form, you must check the filtering rules to determine if you should declare them or if they are now “protected” and no longer require disclosure.

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered.

Having a criminal conviction will not necessarily bar you from employment. Any information given, either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Please tick one of the following statements:

I confirm that **I have NO criminal convictions**, cautions, warnings, reprimands or bind-overs; and I am not barred or disqualified from working with children. ☐

I confirm that **I do have criminal convictions**, cautions, warnings, reprimands or bind-overs; or I am barred or disqualified from working with children. I enclose full details in a sealed envelope marked

“Private and Confidential”. ☐

Confirmation

I certify that all of the information given in this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal and possible referral to the police.

If you are making your application in Braille or an audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

Signature: _____ Date _____

Print name: _____

Return Address

Please return to: **recruitment@bartleygreen.org.uk**

Or by post to: Bartley Green School
Adams Hill
Bartley Green
Birmingham
B32 3QJ

Website: www.bartleygreen.org.uk

Telephone: 0121 476 9246

Fax: 0121 478 1585

Application forms not fully completed may be refused.

Recruitment Monitoring

I am: Female ☐ Male ☐

Date of Birth:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin:

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2011 Census with additional categories included.

A. White

☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Albanian

Any other White background, please indicate:

B. Mixed

☐ White/Black – Caribbean ☐ White/Asian ☐ White/Black – African ☐ Black/Asian

Any other mixed background please indicate:

C. Asian or Asian British

☐ Indian ☐ Kashmiri ☐ Pakistani ☐ Bangladeshi ☐ Chinese

Any other Asian background, please indicate:

D. Black or Black British

☐ Caribbean ☐ African

Any other Black background, please indicate:

E. Other ethnic group

☐ Arab ☐ Kurdish ☐ Vietnamese

Any other please indicate:

Not disclosed ☐

Disability:

The Equality Act 2010 defines a person as having a disability if he/she has 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 have a disability as defined above? Yes: ☐ No: ☐

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here. ☐

Employment Status:

Are you currently employed? Yes: ☐ No: ☐

If yes please state if you are employed on a temporary, casual or permanent basis

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What is your sexual orientation?

☐ Bisexual ☐ Lesbian or Gay ☐ Heterosexual ☐ Not Disclosed

Religion

☐ Christian – (including Catholic, C of E, Protestant and all other Christian denominations)

☐ Buddhist ☐ Hindu ☐ Jewish ☐ Muslim

☐ Sikh ☐ Not disclosed ☐ Other – please specify

Job Advertisement

How did you first find out about this job? Please specify the source or publication

☐ School Website ☐ Birmingham City Council Website

☐ TES on-line ☐ DfE Teaching Vacancies Website

☐ WMJobs ☐ Other (please specify):