

Application Form for employment



Confidential

Please read the [privacy notice](#) which explains how your personal data may be held and used by the school.

Safeguarding – it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

Please fully complete this form using black ink or type. All tick boxes must be completed. Curriculum Vitae will not be accepted. Any applications received after the closing date will not normally be considered.

Completed forms should be emailed to enquiries@biglandgreen.towerhamlets.sch.uk as PDF format. Forms can also be posted to the school's address for the attention of *the Recruitment Officer*.

The information you provide on this form will be treated in confidence.

1 Post applied for

2 Personal details

If you are successful, then you will be required to provide evidence of the details you provide prior to your appointment. All posts are subject to DBS (Data Barring Service) and other statutory checks.

First name(s)		Last name	
Any previous last name(s) or other names used			
Address		Postcode	
National Insurance No.		Daytime Tel.	
Email		Mobile Tel.	
Previous address (including postcode) (if you have lived in your current address for less than 12 months)			
Are you free to remain and take up employment in the UK with no current immigration restrictions? <i>Please highlight/tick the relevant box or delete as appropriate</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No

For teachers	RP/DfES Reference number	
Date of recognition as a qualified teacher in England/ Wales		Age group qualified to teach
Preferred aged group (with brief rationale)		

For support staff	Preferred age group (with brief rationale)	
Preferred job type	<input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Mentoring Assistant <input type="checkbox"/> Learning Support to individual pupils	

Dates you are unavailable for the interview (If these dates clash with the interview date we will try to re-arrange but cannot guarantee to do this)	
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Have you lived or worked abroad?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide details below)
(Provide an overview and include all details/information under <i>section 5: previous employment or work experience record</i>)	

3 Current or most recent employment

Name of employer		Your job title	
Address		Postcode	
Email of line manager			
Basic salary	£	Grade/spine point	
Start date		End date	
		Reason for leaving	
Brief description of main duties and responsibilities:			

4 Supporting statement

Please explain clearly how you will contribute to **the mission** of Bigland Green Primary School.

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Please explain clearly how you will contribute to Bigland Green's **Learning Vision**.

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Please use the space below for additional supporting statements or anything that you want the panel to take into account. Limited to 250 words.

5 Previous employment or work experience record

Please start with your most recent employment first. Provide full details of all paid and unpaid employment and breaks since leaving full-time education. Please include details of time spent abroad.

Name of employer with full address (including postcode)	Position held	Permanent or temporary	Full or part-time	Dates (month and year)	
				From	To

6 Educational qualifications obtained from schools, colleges and universities

Please be specific with qualifications and grades by providing names of subjects studied and grades obtained for each of the subjects. Answers such as '5 A*-C GCSEs' or 'all passes' are insufficient. Original certificates will need to be seen by the school at the selection stage.

Name of school, college, university or institute attended (with address and postcode)	Dates (months/year)		Qualifications gained and grades (for each of the subjects studied)
	From	To	

7 Other relevant professional qualifications which may be relevant to the post

Professional body (with postcode)	Dates (months/year)		Details of qualifications
	From	To	

8 Professional development and training

Please give details of training courses or non-qualification courses which may be relevant to the post.

Date(s) attended	Name of course/details of training attended	Provider

9 References

Please give the details of two persons willing to provide references relating to your work experience and suitability for the post for which you have applied. One should be your present or most recent employer. It is our policy to approach current employers, whether or not you name them as a referee. We also approach additional previous employers where necessary. References will not be accepted from relatives or people writing solely in the capacity of friends.

Full name		Full name	
Job title		Job title	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Work Email		Work Email	

Please be aware that we can only accept references from work emails and it is the candidates responsibility to ensure that referees are aware of a possible request and respond in a timely manner.

It is the school's policy to obtain references before the interview. If, for any reason, you do not wish for the referees to be contacted before the interview then kindly provide a seperate statement with this form briefly explaining your reasons.

10 Additional information

Facilities at interview

The Disability Discrimination Act (DDA) 1995 protects disabled people from unlawful discrimination. If you are a person with a disability, please inform the school of any requirements you would like us to be aware of in case you are invited for an interview. Is there any special help you may require for an interview?

Yes No

If 'yes', please specify: for example, would you require to be interviewed in a room with full wheelchair access or to be provided with a sign language interpreter or a tape/braille version of the job description?

Application for job-share

Are you applying on a job share basis? Yes No

If 'yes', are you applying with a partner? Yes No

If 'yes', please give the name of your partner: Your job share partner will need to complete a separate application form.

Medical conditions

The school normally conducts a medical assessment (through a confidential questionnaire) to ensure that employees are provided with appropriate support, and where relevant necessary adjustments are made.

Do you have a medical condition for which an assessment would be necessary or beneficial? Yes No

11 Declarations

Relatives & other interest

Any candidate who directly or indirectly canvasses a governor or a staff member will be disqualified. Are you related to or do you have a close personal relationship with a governor or an employee of Bigland Green Primary School? Yes No If 'yes', specify: (Name, position and relationship)

Criminal convictions

As this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Candidates short-listed for selection will be asked to complete a *Disclosure of Criminal Record* form declaring any convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes). This information will only be seen by those involved in the recruitment process and any disclosures will be discussed at interview. An enhanced DBS with barred list check will be carried for all posts at Bigland Green.

Failure to disclose any conviction(s), whether spent or not, may lead to the withdrawal of the offer of employment. Having a criminal record will not necessarily bar a candidate from working at the school. This will depend on the nature of the position and the circumstances and background of the specific offences.

Statement to be signed by the applicant (carefully read and then complete below)

The Local Authority and Bigland Green Primary School is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

- I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.
- I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.
- I confirm that to the best of my knowledge, the information provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from the employment.
- I hereby give consent to the collection, storage, and processing of my personal data.

Name	Signature	Date

If you are returning this form by email, you will be asked to sign your application upon being called for interview. Please note that candidates selected for interviews are informed via email shortly after the closing date. Applicants who do not hear further within 7 days of the closing date must conclude that their application has not been successful on this occasion.

How did you find this position

Please tell us you you learned about this position which will help us with future advertisements of posts. The information you provide will have no bearing on your application.

- DfE teaching vacancy website
- Bigland Green School website
- Online newspaper
- Tower Hamlets website
- Social media platforms
- Other.....

Kindly note that this form must be returned to enquiries@biglandgreen.towerhamlets.sch.uk . Please do not forward it to any other email addresses.

Employment monitoring

Tower Hamlets Council has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

Kindly provide the requested information and highlight/tick the relevant boxes (☐)

The post you applied for is	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Job-share
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About you

First name		Last name	
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Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Transgender	Date of birth	/	/
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Is your gender identity the same as the gender when you were born?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Decline to state
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Sexual orientation	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual/Straight	<input type="checkbox"/> Gay man	<input type="checkbox"/> Lesbian women	<input type="checkbox"/> Decline to state
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Religion	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
	<input type="checkbox"/> No religion	<input type="checkbox"/> Decline to state	<input type="checkbox"/> Other (specify)			

Ethnicity	A White	B Mixed/Dual Heritage	C Asian	D Black/Black British	E Chinese
	British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Other <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background	Asian British, English, Scottish or Welsh <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Vietnamese <input type="checkbox"/> Any other Asian background	Black British, English, Scottish or Welsh <input type="checkbox"/> Caribbean <input type="checkbox"/> African Somali <input type="checkbox"/> Any other Black background	Chinese British, English, Scottish or Welsh <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background

Languages spoken (other than English)	<input type="checkbox"/> Bangla	<input type="checkbox"/> Chinese	<input type="checkbox"/> Somali	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other
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Disability	Do you consider yourself to be disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Decline to state
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If 'yes' please tick	<input type="checkbox"/> Learning difficulty	<input type="checkbox"/> Long standing illness/health condition	<input type="checkbox"/> Mental health
	<input type="checkbox"/> Physical impairment	<input type="checkbox"/> Sensory impairment	<input type="checkbox"/> Other

The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities. The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. If you wear glasses or contact lenses this is not normally considered a disability.

Co-ordination, dexterity or mobility - e.g. polio, spinal cord injury, back problems, and repetitive strain injury

Mental health - this may include schizophrenia, depression or severe phobias

Speech impairment - e.g. stammering

Learning Disabilities - this may include Down's syndrome or other similar conditions

Other physical or medical conditions - e.g. diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell and dyslexia

Declaration

I confirm that to the best of my knowledge, the information provided in this employment monitoring form is true and correct. I hereby provide consent to the collection, storage and processing of my personal data.

Full name		Signature		Date	
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