



BirchfieldSchool

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT AS

Head of Senior School

Please complete this application form and submit electronically. While CVs may be submitted, they are not a substitute for filling in this form.

The completed application form should be returned to The School Office, Birchfield School, Harriot's Hayes Lane, Albrighton, Nr. Wolverhampton, WV7 3AF. office@birchfieldschool.co.uk

Birchfield School is committed to ensuring the welfare and safety of all children in school. The School follows the Shropshire Safeguarding Children Board procedures on Child Protection. The School will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the School will discuss concerns with Social Services and/or the Police without parental knowledge (in accordance with Child Protection procedures). The School will, of course, always aim to maintain a positive relationship with all parents.

Birchfield School aims to ensure that no job applicant or employee receives less favourable treatment than another on grounds of sex, race, colour, ethnic origin, religion, marital status, sexuality, disability, age (within the context of normal retirement age) or any other factor unrelated to the requirements of the job and which are not restricted by legislation.

NB. This post is exempt from the Rehabilitation of Offenders Act 1974 and that all convictions and bind-overs, including those regarded as 'spent' must be declared. The successful applicant will be required to undergo an Enhanced Check with the Disclosure and Barring Service.

PERSONAL DETAILS	
Surname	First name (s)
Former Names	
Home Tel:	Address:
Work Tel:	
Email:	Post Code:

Do you consider yourself to have a disability?	Yes/No
Please tell us about any reasonable adjustment you need to help you with your employment application	
Please tell us about any reasonable adjustment you need to help you do the job for which you are applying.	

CURRENT OR LAST EMPLOYMENT	
Employer's Name:	Post held:
Employer's Address:	Date started:
	Date finished:
	Reason for leaving:
Notice Period:	
Salary	Other benefits -

Please give a brief description of duties, responsibilities, etc.
Currently self-employed undertaking general building work and maintenance. Undertake a variety of tasks including building and garden maintenance. Have previously completed the build of a large 2 bed bungalow which required ability to understand plans, calculation of quantities, scheduling of work and tradesmen. Also required quality control and meticulous attention to detail.

PREVIOUS EMPLOYMENT HISTORY (MOST RECENT FIRST)

Please use supplementary sheets if necessary

Post Held	Name and Address of Employment	Service Dates (Month and Year)		Salary
		From	To	

NB. This should be a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training and part-time and voluntary work as well as full-time employment with start and end dates, explanations for periods not in employment, education or training and reasons for leaving employment

EDUCATIONAL, VOCATIONAL TRAINING AND QUALIFICATIONS

Short-listed candidates will be expected to provide evidence of the qualifications listed on this application

Qualifications to be taken	Awarding Body	Date	Grade/Level

Teacher Reference Number: _____

CONTINUED PROFESSIONAL DEVELOPMENT

Any other relevant qualifications and training, including membership of professional bodies and short courses attended, with dates.

Please provide any further information that you feel may further support your application.

REFERENCES

Please supply the names, addresses, email addresses and telephone numbers of two referees, one of whom should be your current or most recent employer.

Note: References will normally be taken up prior to interview if you are short listed.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel. No.	Tel. No.
E-mail Address:	E-mail Address:
Relationship to you e.g. manager	Relationship to you e.g. Manager

NB. References should not be relatives or from people writing solely in the capacity of friends.

Either (please delete as appropriate)

I confirm I have no convictions, cautions or bind-overs

I also declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or in the event of my appointment, make me liable to dismissal. If appointed, I give my consent under the Data Protection Act 1998 for Birchfield School to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

Signed: _____

Date: _____