|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION FORM TEACHING ROLES** | | | | | | | | | | | |
| Application for the post of | | | | | | | | | | | |
| Personal details | | | | | | | | | | | |
| Title | | |  | | | | | | | | |
| Surname | | |  | | | | | Forenames | |  | |
| Home address | | |  | | | | | | | | |
| Home Telephone No | | |  | | | | | Mobile No | |  | |
| Email | | |  | | | | | | | | |
| DfE Number | | |  | | | | | National Insurance No | |  | |
| Employment (Present Employer) | | |  | | | | | | | | |
| Name of employer  Address | | |  | | | | | | | | |
| Post Title | | |  | | | | | | | | |
| Start date | | |  | | | | | End date  (if applicable) | |  | |
| Please give a brief description of current duties, responsibilities and achievements | | |  | | | | | | | | |
| What is your contractual period of notice? | | |  | | | | | Current Salary | |  | |
| Reason for leaving this post | | |  | | | | | | | | |
| Present education *(if not currently in employment)* | | | | | | | | | | | |
| Date commenced course | | |  | | | | | Expected date of award | |  | |
| Title of course | | |  | | | | | | | | |
| Institution | | |  | | | | | | | | |
| Employment - Record of all employment *(excluding present post in chronology order)* | | | | | | | | | | | |
| Dates (from and to) | Name and address of employer | | | | Position, with brief outline of responsibilities | | | | | | Reason for leaving |
| Gaps in Employment Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and account for all gaps | | | | | | | | | | | |
| Dates from | | Dates to | | | | | Reason for gap | | | | |
| Education (*enter in chronological order)* | | | | | | | | | | | |
| Secondary School  Further & Higher Education | State whether  Full time or part time | | Dates(from and to) | | | | | | Qualifications obtained and subjects passed with levels achieved | | |
| Professional and Educational courses attended in the last 4 years | | | | | | | | | | | |
| Course | | | | Date | | | Duration of course | | | | |
| For teaching positions only | | | | | | | | | | | |
| State age group for which mainly trained: | | | | | | | | | | | |
| What is your principal teaching subject? | | | | | | | | | | | |
| Interests *(Please give details of skills,* hobbies *and interests which you would be able to bring to the school’s extra-curricular programme.)* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| All positions: | | | | | | | | | | | |
| Additional information to support of your application. (*You may choose to use your letter of application in place of this section.)* | | | | | | | | | | | |
| When could you commence a new employment? Click or tap to enter a date. | | | | | | | | | | | |
| Are you related to any member of the Bury Grammar School or any member of the Governing  Body? Yes  No  If so state:  (i) Name of Member (ii) and the relationship  A candidate who fails to disclose such a relationship could be disqualified for this appointment. | | | | | | | | | | | |
| References *(Please supply the names and contact details of two referees that span up to at least the last 3 years of employment, please use additional paper if more than 2 references are required for this time period. One of these must be your current or most recent employer (or, if you are in full-time education, your course Tutor). Neither referee should be a relative or someone known to you solely as a friend.)* Please ensure you have the individual’s permission to list them as a referee.  The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employers.  The School may also telephone your referees in order to verify the reference they have provided. | | | | | | | | | | | |
| Name  Job Title  Address  Telephone number  Email | | | | | | Name  Job title  Address  Telephone number  Email | | | | | |
| May we contact prior to Interview?  Yes  No | | | | | | May we contact prior to interview?  Yes  No | | | | | |
| Equal Opportunities, Safeguarding and General Data Protection Regulations | | | | | | | | | | | |
| It is the school’s policy to employ the best qualified staff and to provide equal opportunities for the advancement of staff including training and promotion and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religious belief, disability or age.  The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  **How we use your information**  We will use the information which you have provided on this form, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).  Further information on how the School uses personal data is set out in the School's Privacy Notice (which can be obtained from our HR department) and the Job Application Pack. Should you not agree with these then you should not continue with your application of employment. | | | | | | | | | | | |
| Health | | | | | | | | | | | |
| The school is committed to being an equal opportunities employer.  Are there any special arrangements you might require to attend an interview? Yes  No  If yes, please give details here:  In accordance with guidance published by the D*f*E any offer of employment made by the school will be conditional upon the school verifying the successful applicant’s medical fitness for the role. This process will require the completion of a medical questionnaire. There may be circumstances when it will be necessary for the school’s medical adviser to seek access to the successful applicant’s medical records and/or for the successful applicant to be referred to a specialist clinician before any offer of employment is confirmed. | | | | | | | | | | | |
| Criminal Records | | | | | | | | | | | |
| An offer of employment is conditional upon the school receiving from the Disclosure and Barring Service a DBS certificate which the school considers to be satisfactory. If you are successful in your application you will be required to complete a DBS Disclosure Application Form.  The school is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared.  Have you been convicted by the courts of any criminal offence? Yes  No  Is there any relevant court action pending against you? Yes  No  Have you ever received a caution, reprimand or final warning from the Police? Yes  No  If you have answered ‘Yes’ to any of the above, please provide details on a separate sheet, mark it ‘Confidential’ and submit it along with your completed application form. | | | | | | | | | | | |
| Declaration | | | | | | | | | | | |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference.   Signed ……………………………………………… Date Click or tap to enter a date.  This application can be sent to:  HR Department  Tenterden Street  Bury  BL9 0HN  Or submitted via email at [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com) (Electronic applications are prefered)  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.  **Bury Grammar Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment** | | | | | | | | | | | |

|  |
| --- |
| In order to make sure our advertising of positions at Bury Grammar Schools is effective, please tell us where you saw the advert for this role or how you heard about it:   * **Thank you** |