|  |  |  |
| --- | --- | --- |
| Position applied for: | | |
| Section 1 – Personal details | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Address: | | Former name(s): |
| Preferred name: |
| Date of birth: |
| National Insurance number: |
| Are you currently eligible for employment in the UK?  Yes No  Please provide details: |
| Telephone number(s):  Home:  Work:  Mobile:  Email address: | | Teaching information (if applicable): |
| DfE reference number: |
| Do you have Qualified Teacher Status?  Yes No |
|  |
| Are you related to or do you maintain a close relationship with an existing employee of Beech Hall School?  If so, please provide details. | | |

APPLICATION FORM

*A covering letter that addresses the job description and person specification should accompany this application.*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section 2 – Education  Please start with the most recent, and continue on a separate sheet if required. | | | | | | | | | | | |
| Name of school /  college/university | | Dates of  attendance | | | Examinations | | | | | | |
| Subject | | Result | | Date | | Awarding body |
|  | |  | | |  | |  | |  | |  |
| Section 3 – Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.  Please continue on a separate sheet if required. | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Section 4 – Employment | | | | | | | | | | | |
| Current / most recent employer: | | | Current / most recent employer’s address: | | | | | | | | |
| Current / most recent job title: | | | | | | | | Date started: | | | |
| Current Annual Salary: | | | | | | | |
| Brief description of responsibilities: | | | | | | | | Date employment ended (if applicable): | | | |
| Reason for seeking other employment: | | | | | | | | | | | |
| Please state when you would be available to take up employment if offered: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Section 5 – Previous employment and/or activities since leaving secondary education  Please continue on a separate sheet if necessary. | | | | | | | | | | | |
| Dates | Name and address of employer | | | Position held and/or duties | | | | | | Reason for leaving | |
|  |  | | |  | | | | | |  | |
|  |  | | |  | | | | | |  | |
| Section 6 – Interests  Please give details of any interests, hobbies or skills that you could bring to the School | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Section 7 – in what way(s) would the Beech Hall School community benefit from you?  Once you have been shortlisted for this position, why you over and above other candidates? | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Section 8 - Confirmation of professional and educational qualifications | | | | | | | | | | | |
| You are asked to bring to interview documents which will confirm any educational and professional qualifications that are relevant to the post. These should be original documents or if these are not available a letter of confirmation from the awarding body. A copy of these documents will be kept on the personnel file of the successful candidates.  You are also requested to bring documentary evidence of your identity to interview. This should satisfy DBS requirements:   * A current driving licence; * A current passport including photograph; * Proof of National Insurance number or current work permit number; * A document such as a utility bill or financial statement showing your current name and address (which is not more than three months old); * Where appropriate, change of name documentation.   Copies of these documents will be kept on the personnel file of the successful candidate. | | | | | | | | | | | |
| Section 9 – References  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children.  **Neither referee should be a relative or someone known to you solely as a friend**.  The School intends to take up references from all shortlisted candidates before interview. | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  Email Address: | | | | | | Name:  Organisation:  Address:  Occupation:  Telephone number:  Email Address: | | | | | |
|  | | | | | |  | | | | | |
| Section 10 – Recruitment | | | | | | | | | | | |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed. | | | | | | | | | | | |

|  |
| --- |
| Section 11 – 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 on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body * 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 * Please note that once signed, this document forms the basis of the Contract of Employment     Signature: Date: / / |

Please return this application form with a covering letter to:

Headmaster

Beech Hall School

Beech Hall Drive

Tytherington

Macclesfield

Cheshire

SK10 2EG Or email to: headmaster@beechhallschool.org

NB: **Email accounts:** Receipt of emailed applications will be acknowledged by email, therefore please check your email Spam Folder regularly