



APPLICATION FORM

Please note that the information requested on this form is the minimum required for us to consider your application. Candidates called for interview may be asked to supply additional information.

Post applied for:

Surname:	Forename: 'Known as':		
Address for correspondence:	Date of Birth:		
	Marital Status:		
	DFE Teachers' Reference Number (if applicable)	National Insurance Number	

Contact Details: So that we can get hold of you quickly and reliably, please state, in order of preference, how we can contact you	
Mobile, email, etc.	Details

References: Please give the name, address, telephone number and email address of TWO independent referees from whom we may seek information regarding your suitability for this role. ONE of the referees must be your current or most recent employer, usually this will be your headteacher	
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship to You:	Relationship to You:
Can we contact prior to interview?	Can we contact prior to interview?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Current Employment	
1. Name of Employer	
2. Address	
3. City	
4. State	
5. Zip	
6. Title	
7. Description of Duties	
8. Date of Hire	
9. Date of Termination	
10. Reason for Termination	
11. Name of Supervisor	
12. Address	
13. City	
14. State	
15. Zip	
16. Title	
17. Description of Duties	
18. Date of Hire	
19. Date of Termination	
20. Reason for Termination	
21. Name of Supervisor	
22. Address	
23. City	
24. State	
25. Zip	
26. Title	
27. Description of Duties	
28. Date of Hire	
29. Date of Termination	
30. Reason for Termination	
31. Name of Supervisor	
32. Address	
33. City	
34. State	
35. Zip	
36. Title	
37. Description of Duties	
38. Date of Hire	
39. Date of Termination	
40. Reason for Termination	
41. Name of Supervisor	
42. Address	
43. City	
44. State	
45. Zip	
46. Title	
47. Description of Duties	
48. Date of Hire	
49. Date of Termination	
50. Reason for Termination	
51. Name of Supervisor	
52. Address	
53. City	
54. State	
55. Zip	
56. Title	
57. Description of Duties	
58. Date of Hire	
59. Date of Termination	
60. Reason for Termination	
61. Name of Supervisor	
62. Address	
63. City	
64. State	
65. Zip	
66. Title	
67. Description of Duties	
68. Date of Hire	
69. Date of Termination	
70. Reason for Termination	
71. Name of Supervisor	
72. Address	
73. City	
74. State	
75. Zip	
76. Title	
77. Description of Duties	
78. Date of Hire	
79. Date of Termination	
80. Reason for Termination	
81. Name of Supervisor	
82. Address	
83. City	
84. State	
85. Zip	
86. Title	
87. Description of Duties	
88. Date of Hire	
89. Date of Termination	
90. Reason for Termination	
91. Name of Supervisor	
92. Address	
93. City	
94. State	
95. Zip	
96. Title	
97. Description of Duties	
98. Date of Hire	
99. Date of Termination	
100. Reason for Termination	
101. Name of Supervisor	
102. Address	
103. City	
104. State	
105. Zip	
106. Title	
107. Description of Duties	
108. Date of Hire	
109. Date of Termination	
110. Reason for Termination	
111. Name of Supervisor	
112. Address	
113. City	
114. State	
115. Zip	
116. Title	
117. Description of Duties	
118. Date of Hire	
119. Date of Termination	
120. Reason for Termination	
121. Name of Supervisor	
122. Address	
123. City	
124. State	
125. Zip	
126. Title	
127. Description of Duties	
128. Date of Hire	
129. Date of Termination	
130. Reason for Termination	
131. Name of Supervisor	
132. Address	
133. City	
134. State	
135. Zip	
136. Title	
137. Description of Duties	
138. Date of Hire	
139. Date of Termination	
140. Reason for Termination	
141. Name of Supervisor	
142. Address	
143. City	
144. State	
145. Zip	
146. Title	
147. Description of Duties	
148. Date of Hire	
149. Date of Termination	
150. Reason for Termination	
151. Name of Supervisor	
152. Address	
153. City	
154. State	
155. Zip	
156. Title	
157. Description of Duties	
158. Date of Hire	
159. Date of Termination	
160. Reason for Termination	
161. Name of Supervisor	
162. Address	
163. City	
164. State	
165. Zip	
166. Title	
167. Description of Duties	
168. Date of Hire	
169. Date of Termination	
170. Reason for Termination	
171. Name of Supervisor	
172. Address	

Current or last role (please indicate if full or part time):	Role title:
	Date appointed:
Name and address of Employer:	Date left (if applicable):
	Current salary (point or amount):
Notice required:	

Previous Employment
Please list all *permanent* employment, with the most recent first. Please do not include temporary jobs such as jobs you may have taken during university vacations which are not relevant to the role you are applying for at Bourne Grammar School

Please list all *permanent* employment, with the most recent first. Please do not include temporary jobs such as jobs you may have taken during university vacations which are not relevant to the role you are applying for at Bourne Grammar School

[illegible]

Qualifications and Training

Degree-level and Professional (e.g. Teaching) qualification(s)

Please list institution, course title, dates and class of degree obtained

--	--	--

A-Level and AS-Level (or equivalent qualifications)

For each institution, please list subjects, dates and grade achieved

--	--	--

GCSE (or equivalent qualifications)

For each institution, please list subjects, dates and grade achieved

--	--	--

Additional Information (not compulsory)

Please provide details of any skills, knowledge and experience that make you suitable for this role

Do not include any additional sheets

[illegible]

Data Protection

The personal information supplied by you on this application form will only be used to consider your application for employment with Bourne Grammar School.

If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Equal Opportunities and Monitoring Form will be used for those purposes and will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are 'spent' and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Bourne Grammar School. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? Yes ☐ No ☐

If yes, please attach details including the offence and the date.

Are there any special arrangements that we can make for you if you are called for an interview?

Yes ☐ No ☐

If yes, please specify (e.g. ground floor venue, sign language, interpreter etc.)

Are you related to or connected with any employee or Governor of Bourne Grammar School?

Please state their name(s) below and the relationship

Yes ☐ No ☐

Details:

Declaration

I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing an employee of Bourne Grammar School, whether directly or indirectly, will result in this application being disqualified.

Signed:

Date:

*Completed application forms should be returned to Mrs Jane Gray, Director of Business & Development
by email to: recruitment@bourne-grammar.lincs.sch.uk or
by post to: Bourne Grammar School, South Road, Bourne, Lincs, PE10 9JE*

We are committed to safeguarding and promoting the welfare of children and young people and expect all who work here to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure and satisfactory references.



Equal Opportunities and Monitoring Form

Personal Details

Full Name:

Title:

Gender:

Date of Birth:

Age:

Marital Status:

Please state where you saw this job advertised:

(Optional)

Is your gender identity the same as the gender you were assigned at birth? Yes ☐ No ☐

Ethnic Origin

Asian or Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ Any other Asian background,

please specify _____

Mixed background

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other mixed background,

please specify _____

Other Ethnic Groups

☐ Arab

☐ Gypsy/Romany/Irish Traveller

☐ Any other background,

please specify _____

White

☐ English

☐ Other British

☐ Irish

☐ Any other White background,

please specify _____

Black or Black British

☐ Caribbean

☐ African

☐ Any other Black background,

please specify _____

Religion (Optional)

Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐ Muslim ☐ Sikh ☐ None ☐ Other ☐ Prefer not to say ☐

Sexual Orientation (Optional)

Bisexual ☐ Gay/Lesbian ☐ Heterosexual ☐ Other ☐ Prefer not to say ☐

Disability

Bourne Grammar School is positive about disability and welcomes applications from disabled people. Please answer the section on disability, which we include to establish: whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). We undertake to interview any applicant who declares a disability detailed on the Application for Employment and who meets the minimum essential criteria for the job.

Do you have any of the following long-standing conditions?

☐ Deafness or severe hearing impairment

☐ Blindness or severe visual impairment

☐ A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying

☐ A learning difficulty

☐ A long-standing psychological or mental health illness

☐ Other, including long-standing illness

☐ No, I do not have a long-standing condition

Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:

Please return this form with your completed application form