

Brighouse High School

Application for Employment



PART 1: PERSONAL INFORMATION (CONFIDENTIAL)

FOR OFFICIAL USE ONLY						
APPLICANT NO	DATE RECEIVED	REFs RECEIVED		CERTIFICATES CHECKED	DBS CHECKED	SAFEGUARDING DOCUMENTATION
		1 ST	2 ND			

Please complete this form fully using blank ink or type

POST APPLIED FOR:	
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SECTION 1.1: PERSONAL DETAILS

TITLE		DATE OF BIRTH (dd/mm/yy)	
LAST NAME		FORENAME(S)	
PREVIOUS NAMES (if applicable)			
ADDRESS 1			
ADDRESS 2			
TOWN/CITY			
POSTCODE			
DAYTIME TEL NO			
EVENING TEL NO			
MOBILE TEL NO			
EMAIL ADDRESS*			
NATIONAL INSURANCE NO			
ARE YOU ENTITLED TO WORK IN THE UK?		YES	NO

*Email is our preferred method of communication and candidates will receive all communications via the email address provided above. We would advise you check your emails on a regular basis.

SECTION 1.2: REFERENCES

For posts which have substantial access to children, the school reserves the right to approach any previous employer.

REFERENCE 1: (EMPLOYER) (for teaching posts this MUST be your Headteacher)	
NAME	
POSITION (JOB TITLE)	
ADDRESS 1	
ADDRESS 2	
TOWN	
POSTCODE	
TEL NO	
EMAIL ADDRESS	
REFERENCE TYPE	Employer Academic Personal/Character

REFERENCE 2:	
NAME	
POSITION (JOB TITLE)	
ADDRESS 1	
ADDRESS 2	
TOWN	
POSTCODE	
TEL NO	
EMAIL ADDRESS	
REFERENCE TYPE	Employer Academic Personal/Character

SECTION 1.3: CRIMINAL CONVICTIONS

Section G: Rehabilitation of Offenders Act 1974

All posts involving direct contact with vulnerable people are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock – <http://hub.unlock.org.uk/contact/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

SECTION 1.4: POSITIVE ABOUT DISABLED PEOPLE

Brighouse High School is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?	YES	NO
If you have answered yes to the above question, please give details of any assistance you may need at interview (eg sign language interpreter, wheelchair access)		

SECTION 1.5: ADDITIONAL INFORMATION

ARE YOU RELATED TO A GOVERNOR, SENIOR MANAGER OF THE SCHOOL AT WHICH YOU ARE APPLYING FOR EMPLOYMENT?	YES	NO
If yes, please give name, position and relationship		

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship with disqualify me.

DCSF TEACHER REFERENCE NUMBER		
DO YOU HOLD QUALIFIED TEACHER STATUS?	YES	NO
IF YES, PLEASE GIVE YOUR QTS NUMBER		
ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL?	YES	NO
DO YOU CURRENTLY WORK FOR BRIGHOUSE HIGH SCHOOL?	YES	NO
ADVERTISING MEDIA		
Please state where you saw this post advertised		
Brighouse High School Website	Council Job Sheet	
Job Centre	Local Press (Calderdale)	
LG Jobs	National Press	
Professional Journal	Social Media	
Other		

SECTION 1.6: DECLARATION

Brighouse High School is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities.

In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.

I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.

I authorise Brighouse High School to contact any current or former employers at the appropriate stage to confirm the details provided.

I understand canvassing (seeking support from) any Governor or Senior Manager of Brighouse High School in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.

SIGNED		DATED	
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Privacy Notice

Brighouse High School is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The school takes its responsibilities under the Act very seriously. Please see the school website for the full privacy policy for applicants <http://www.brighouse.calderdale.sch.uk/About-Us/Statutory-Information/Policies>.

The information provided by you is collected for the purposes of processing your application for employment in the school. We need to collect this information in order to assess your application against the Role Profile for the job. Application forms are used to determine who to interview for any advertised position. If you are successful in your application and are subsequently offered a position in the school, the data collected will be used to carry out pre-employment checks and ensure your suitability for the position. The data will then be transferred to your personnel file. Data is also processed in order to be compliant with the production of the Annual Equality Duty Report.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw consent at any time by writing to z.jenkinson@brighouse.calderdale.sch.uk In addition you have the right to see what **information** is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The school's Data Protection Officer is Debbie Pettiford and can be contacted at the DP Advice Service Ltd info@thedpadviceservice.co.uk.

This information will be kept for a period of six months for unsuccessful applicants. For successful applicants, the information will be transferred to your personnel file and will be kept for a maximum of the individuals employment with us plus six years or as per recommended guidelines for roles working with vulnerable groups, length of employment plus 25 years or until such time as the data is reviewed by us or removed at your request.

SECTION 1.7: DBS

If you have signed up to the DBS Update Service, please sign below to give authority for us to check this online.

SIGNED		DATED	
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SECTION 1.8: ADDRESS HISTORY

If you have lived abroad for 3 months or more in the past 10 years, please provide further details below

DATES		ADDRESS
FROM (DD/MM/YY)	TO (DD/MM/YY)	

PART 2: APPLICATION FOR EMPLOYMENT

FOR OFFICIAL USE ONLY		
APPLICANT NO	DATE RECEIVED	APPLICATION FOR THE POST OF

SECTION 2.1: CURRENT OR MOST RECENT EMPLOYMENT

If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank.

JOB TITLE		
STATUS <small>(eg part-time, full-time, casual, temp)</small>		
RESPONSIBLE TO		
GRADE	SALARY	OTHER ALLOWANCES/BENEFITS
DATE OF APPOINTMENT	DATE EMPLOYMENT ENDED	NOTICED PERIOD (if applicable)
REASON FOR LEAVING <small>(if no longer employed)</small>		

EMPLOYER	
NATURE OF BUSINESS	
ADDRESS	
ADDRESS 2	
TOWN	
POSTCODE	
TEL NO	
EMAIL ADDRESS	

BRIEF DESCRIPTION OF DUTIES

SECTION 2.2: PREVIOUS EMPLOYMENT

Please put your most recent employer first

NAME & ADDRESS OF EMPLOYER	JOB TITLE	SALARY	DATE FROM (DD/MM/YY)	DATE TO (DD/MM/YY)	REASON FOR LEAVING

Please continue on a separate sheet, if required

GAPS IN EMPLOYMENT		
Please give reasons for any gaps between jobs eg unemployed, study, childcare etc. Please specify dates		
DATE FROM (DD/MM/YY)	DATE TO (DD/MM/YY)	REASON FOR GAP IN EMPLOYMENT

If you are successful, will this be your only job?	YES	NO
If no, please state the weekly hours and nature of the additional work		

SECTION 2.3: EDUCATION & QUALIFICATIONS

EDUCATION TYPE (eg school, college, university, workplace)	QUALIFICATION GAINED			DATE (DD/MM/YY)
	SUBJECT	LEVEL	GRADE	

Please continue on a separate sheet, if required

SECTION 2.7: PERSONAL STATEMENT

Please provide details of experience, knowledge, skills, abilities and other relevant information. Please refer to the person specification and/or job description when completing this section.

RETURNING YOUR APPLICATION:

<p> BY HAND or POST:</p> <p>The Headteacher Brighouse High School Finkil Street BRIGHOUSE HD6 2NY Tel: 01484 710408</p>	<p> BY EMAIL:</p> <p>z.jenkinson@brighouse.calderdale.sch.uk</p> <p>Tel: 01484 371408</p>
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Please complete the Equal Opportunities Form in Part 3.

PART 3: EQUAL OPPORTUNITIES MONITORING DATA

FOR OFFICIAL USE ONLY		
APPLICANT NO	DATE RECEIVED	APPLICATION FOR THE POST OF
AGE CATEGORY		
16-19	20-24	25-29
30-34	35-39	40-44
45-49	50-54	55-59
60+	Prefer not to state	
ETHNIC ORIGIN		
Please choose ONE section from 1 – 6, then tick the appropriate box to indicate your cultural background.		
1. WHITE	2. MIXED	3. ASIAN OR ASIAN BRITISH
White British <input type="checkbox"/>	Mixed White & Black Caribbean	Asian Indian
White Irish <input type="checkbox"/>	Mixed White & Black African	Asian Pakistani
White Other <input type="checkbox"/>	Mixed White & Asian	Asian Bangladeshi
	Mixed Other	Asian Other
4. BLACK OR BLACK BRITISH	5. CHINESE OR OTHER	6. UNDEFINED
Black Caribbean	Chinese	Prefer not to state
Black African	Other	
Black Other		
GENDER		
Male	Female	Prefer not to state
IS YOUR GENDER IDENTITY THE SAME AS THE GENDER YOU WERE ASSIGNED AT BIRTH?		YES NO
DO YOU LIVE AND WORK FULL TIME IN THE GENDER ROLE OPPOSITE TO THAT ASSIGNED AT BIRTH?		YES NO
DISABILITY		
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?		YES NO
SEXUAL ORIENTATION		
Heterosexual	Bisexual	Gay Man
Gay Woman or Lesbian	Prefer not to state	
RELIGIOUS BELIEF / FAITH		
Christian Denominations	Jewish	Buddhist
Hindu	Muslim	Sikh
No Religion	Prefer not to state	