



BOURNEMOUTH SCHOOL
FOR GIRLS

BOURNEMOUTH SCHOOL FOR GIRLS

Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.

Tel. 01202 526289

E-mail: office@bsg.bournemouth.sch.uk

Application for Non-Teaching Appointment

Post Title:	Where did you see the post advertised?
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<i>Personal details</i>	
Name in full: Forename: Surname:	Title:
Previous or other name(s):	
Address:	
Post Code:	E-mail address:
Nat. Ins. No.	
Tel. No. Home: Work: Mobile: Preferred contact telephone number: Home ☐ Work ☐ Mobile ☐	
Eligibility to Work in the UK Do you have permission to work in the UK? ☐ Yes / No ☐ If you are not a British national or the holder of an EU or EEA passport, please indicate in what capacity you are in the UK: Have you lived or worked outside the UK in the last 5 years? ☐ Yes / No ☐	

<i>Particulars of Education and Examinations Passed</i>

Schools / Colleges attended after age 12	From	To

<i>Qualifications gained (state whether by examination) and date</i>
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Shortlisted candidates will be expected to provide evidence of qualifications.

Qualifications	Grade	Awarding Body	Date

Please include here all relevant qualifications and training.

Present Appointment - state if unemployed
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Post held	
Employer	
Date commenced	
Salary & Grade	
Brief description of duties and responsibilities	
Length of notice required	

<i>Previous Appointments</i>

[illegible]

***Relevant Experience
Letter of Application***

Please tell us why you have applied for this post and give details of how your skills, experience and any other relevant factors, e.g. voluntary work or leisure time activities, would make you a suitable candidate for the post.

Health & Disability

The school welcomes applications from disabled people and all sections of the community. For this purpose 'disability' means any physical or mental impairment which has a substantial and long-term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please indicate below if you have any special requirements regarding attendance at interview.

References

Please provide contact details for two people who have agreed to give an employment reference on your behalf. These references must be from your two most recent places of work or education. The school also reserves the right to approach any previous employer to confirm factual information about your previous employment record.

Note: References may be taken up prior to interview if you are shortlisted.

First reference:		Second reference:	
Name of referee		Name of referee	
Employer's name		Employer's name	
Address		Address	
Town/City		Town/City	
Postcode		Postcode	
County		County	
Telephone number		Telephone number	
Email		Email	
Relationship to you (e.g. manager, headteacher)		Relationship to you (e.g. manager, headteacher)	

Relations			
Are you related to an employee of the school, or a governor of the school?			
	☐	Yes	
	☐	No	
If yes, please give details:			

Declarations	
The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. You are required to reveal any information concerning spent or unspent convictions, cautions, reprimands or warnings. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity). Please refer to our website for our child protection and safeguarding policy.	
Do you have any spent or unspent convictions, cautions, reprimands or warning?	
☐	Yes
☐	No
Are you barred from working with children or vulnerable adults?	
☐	Yes
☐	No
I understand that Bournemouth School For Girls may seek to verify the information I have provided with relevant third parties in administering its recruitment process. I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing senior officers or governors either directly or indirectly will disqualify me for appointment. I have read the Job Applicant's Privacy Notice -available on the school website: https://wearebsg.uk/ I consent to Bournemouth School For Girls processing my personal data for the purposes of recruitment and should I be unsuccessful my details will be held according to the school's Record Management Retention Schedule for 6 months, and then deleted. Should I wish to withdraw my consent in the future I can write to the school to request my data is deleted.	
☐	I agree to the declarations made on this form
Signed:	
Date:	

ON COMPLETION, THIS APPLICATION FORM SHOULD BE RETURNED TO:

BOURNEMOUTH SCHOOL FOR GIRLS, CASTLE GATE CLOSE, CASTLE LANE WEST, BOURNEMOUTH, BH8 9UJ

Bournemouth School for Girls Diversity Questionnaire

Bournemouth School for Girls will seek to ensure that all existing and potential employees are given equal opportunities. We are committed to diversity so that no employee or potential employee will be subject to unlawful or unfair discrimination because of gender, age, marital or civil partnership status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual orientation, gender reassignment, pregnancy or maternity or membership or non-membership of a trade union or political beliefs. The school will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the school monitor the effectiveness of our Diversity Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment.

Which of the following best describes your ethnic origin?					
☐	White British	☐	White Irish	☐	Any other white background
☐	White and Black Caribbean	☐	White and Black African	☐	White and Asian
☐	Any other mixed background	☐	Indian	☐	Pakistani
☐	Bangladeshi	☐	Chinese	☐	Any other Asian background
☐	Caribbean	☐	African	☐	Any other Black background
☐	Arab	☐	Gypsy/Romany	☐	Irish Traveller
☐	Any other ethnic background				

Gender		
☐ Male	☐ Female	☐ Prefer not to say

Which of the following best describes your sexual orientation?				
☐ Heterosexual/straight	☐ Bisexual	☐ Gay/Lesbian	☐ Prefer not to say	☐ Other

Do you consider yourself to have a disability?		
(For this purpose disability means any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities)		
☐ Yes	☐ No	☐ Prefer not to say
If you have answered yes to the above please state the type of disability which applies to you (please select all that apply)		
☐ Hearing impairment	☐ Learning disability	☐ Mental health illness
☐ Physical impairment	☐ Visual impairment	☐ Long standing illness or health condition
Please indicate below if you have any special requirements regarding attendance at interview		

Date of birth (e.g. dd/mm/yyyy)	
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Which of the below best describes your faith/religion/belief?		
☐ Prefer not to say	☐ None/no religion	☐ Christian
☐ Hindu	☐ Jewish	☐ Buddhism
☐ Muslim		