

# Application Form

Position applied for		Closing Date:
Date of application		
<b>Section 1 – Personal details</b>		
Title: Dr/Mr/ Mrs/Miss/Ms/ Other	Forename(s)	Surname
Address	Former names	
	National Insurance number	
	Are you currently eligible for employment in the UK? Yes <span style="float: right;">No</span> If no, please provide details	
Postcode	Date of Birth	
Telephone number(s) Home	Teacher's DCSF number (if applicable)	
Work		
Mobile		
Email address	Do you have Qualified Teacher status? Yes <span style="float: right;">No</span>	

<b>For office use only</b>	
Date	Number

## Section 2 – Education and Academic Qualifications

Name of School / College / Training / University	From	To	Subjects, Qualifications, Grades, Honours
Secondary education			
Higher education			
Any post graduate qualifications			

## Section 3 – Professional development

### Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training (including INSET) that you have received which you consider to be relevant to the role for which you have applied

Course Title	Provider	Duration	Dates	Awards (if any)

## Section 4 – Employment

Please start with the most recent

Current/most recent employer		Current/most recent employer's address	
Current/most recent job title			Date started
Brief description of responsibilities			Date employment ended (if applicable)
			Current Salary
Reason for seeking other employment			

## Section 5 – Previous employment and/or activities since leaving secondary education

Please give a full chronological history including periods of part-time and voluntary work as well as full time employment with explanations for periods not in employment or education/training and reasons for leaving. Continue on a separate sheet if necessary

Dates (month and year)		Name and address of employer	Position held and/or duties	Reason for leaving
From	To			

## Section 6 – Interests

Please give details of any interests, hobbies or skills that may be relevant to your application

## Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

## Section 8 – Special Arrangements

The school is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions is to ensure that the school complies with its obligations under the Disability Discrimination Act 1995 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish, please give further details here

Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

If offered the position applied for (on the basis of the Job Description provided) are there any arrangements or adjustments that the school would need to make to enable you to carry out the role? Yes No

If yes, please give details here

In accordance with the guidance published by the DCSF any offer of employment made by the school will be conditional upon the school verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you may be required to complete a medical questionnaire the response to which will be assessed by the school's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the school's medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.

## Section 9 – Criminal records

If you are shortlisted, you will be required to complete a “Disclosure of Criminal Record” form and bring the completed form to Interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Under the Criminal Justice & Courts Services Act 2000.

## Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these should be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be your employer with whom you most recently worked 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. If you do not wish it to do so, please indicate clearly in a covering letter.

<b>Referee 1</b>	<b>Referee 2</b>
<b>Full name of referee</b>	<b>Full name of referee</b>
Organisation	Organisation
In what capacity do you know the referee?	In what capacity do you know the referee?
Address (including postcode)	Address (including postcode)
Occupation	Occupation
Telephone number	Telephone number
Fax number	Fax number
Email address	Email address

## Section 11 – 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 support staff 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 after six months.

## Section 12 – Declaration

Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer or governor of Barnwood Park Arts College? If so, please provide details.

Is there anything else that you wish to declare that may be relevant to your employment at Barnwood Park Arts College?

Yes

No

If yes, please give details here.

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

The information collected on this form will be used in compliance with the Data Protection Act 1998. By supplying information, you are giving your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud. This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

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.

Signature

Date