

Application for Employment (Confidential)

Handwritten applications should be completed in black ink or dark blue ink.

POST DETAILS

Job Title:	Your application should be returned to:
Advert reference number:	Belle Vue Girls' School
School or Unit: Belle Vue Girls' School	Thorn Lane
Closing date:	Bingley Road
	Bradford
	BD9 6NA

PERSONAL DETAILS

Surname:	Forename(s):
How do you wish to be addressed in correspondence?	
Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other (Please state):	
Home Address:	Address to which correspondence should be sent if not home address:
Postcode:	
Daytime telephone number:	Evening telephone number:
Email address:	
Do you hold a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
National Insurance Number: ,	

IMPORTANT NOTES:**Rehabilitation of Offenders Act (1974)**

Posts which involve substantial access to children are exempt from provisions contained within this Act under which job applicants are entitled to withhold information about any previous criminal background which would otherwise be considered 'spent' under the terms of the Act. If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, you will be provided with a form on which you will be asked to disclose any previous criminal background and also authorise a search of Police records. Failure to disclose the information could result in dismissal or disciplinary action by the School. The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Policy Statement

Belle Vue Girls' School is committed to the rights of the child, the child's safety and emotional well-being, and the protection of the child from all forms of abuse.

EQUAL OPPORTUNITY AND EMPLOYMENT

As an equal opportunities employer, Belle Vue Girls' School seeks a workforce which reflects the community we serve. We welcome applications from those groups. Applicants for jobs are judged only on their skills and suitability for the vacancy. To assist us to carry out our equal rights policy you are asked to provide the information requested below.

Ethnic classification: The classifications used have been recommended by the Commission for Racial Equality. A further grouping of 'other – please specify' is included to accommodate those who do not perceive themselves as any of those listed or whose origins lie outside the main regional groupings.

I would describe myself as (please tick)

Bangladeshi ☐ Black-African ☐ Black-Caribbean ☐ Black-Other ☐ Chinese ☐
Indian ☐ Irish ☐ Kashmiri ☐ Pakistani ☐ White ☐
Other – please specify

I am: Female

Male ☐

Date of Birth:

Job sharing: If this post is full time and it has been advertised as being suitable for job sharing, please tell us whether you are applying for a full time post or willing to job share, or whether you would consider either:

Full time

Job Share ☐

Either ☐

If you would like to job share this post but are unsure as to whether this is possible please contact the school or department concerned.

DISABILITY

Belle Vue Girls' School is committed to providing access to employment opportunities for disabled people. To assist us in carrying out this policy please provide any relevant information which has a substantial and long term adverse effect on your ability to carry out day to day activities. This information will be treated as confidential and will only be used to enable selectors to make a fair assessment of your capabilities, taking into account any adjustments that may be required.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Disability Discrimination Act (1995)?

Please tick and if you answered YES please give brief details.

No ☐ Yes ☐
.....

Do you have any specific requirements to enable you to attend an interview? Please tick. If you answer YES please give brief details.

No ☐ Yes ☐
.....

HEALTH

An indication of the number of days absence from work due to illness in the last 12 months would be appreciated:
..... days.

Reasons for illness: ...
.....

LANGUAGE SKILLS

Do you speak or write any languages other than English?

Speak

Write

Language:

☐☐

.....

☐☐

EMPLOYMENT HISTORY

CURRENT OR MOST RECENT EMPLOYMENT

POST TITLE:	EMPLOYER'S NAME AND ADDRESS: (including LEA, name of School, type and group number, if applicable) Group number:
Dates from/to:	
Salary or wage:	
Allowances or additional salary points	Telephone:
If part time please show weekly hours:	Length of notice or date able to commence:

Brief description of duties:

Reason for wishing to leave (please indicate if you do not intend to resign from your current post):

PREVIOUS EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS (inc LEA and type of school if applicable)	POSITION HELD (if part time, show weekly hours)	SALARY/ WAGE	DATES		REASON FOR LEAVING
			From	To	

For Headteacher and Deputy Headteacher posts only:

Is your current school designated by OFSTED as requiring Special Measures or having Serious Weaknesses?

Yes

☐

No

☐

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications. Make sure you include professional qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you may be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

SCHOOL, COLLEGE OR UNIVERSITY	QUALIFICATIONS Examination subjects, if applicable, indicate main/subsidiary subjects	RESULT GRADE OR CLASSIFICATION	HOW OBTAINED (Full time, part time, or correspondence)	PERIOD OF STUDY	
				From	To

Applicants for teaching posts must provide the following information:

Newly Qualified Teachers (NQTs)

If you qualified as a teacher after , please complete the following section:

Date when qualified: Have you served an induction period? Yes ☐ No ☐

In which LEA(s)? Please give details

Were the 3 assessments: **Satisfactory?** **Failure?** or subject to an **Extension?** You may wish to provide brief details:

1) 2) 3)

Please state class and division of your degree: Honours: Yes ☐ No ☐

What age ranges have you been trained to teach?

Your DfEE number: | | | | | | | Name used when registered:

OTHER TRAINING

List all training undertaken including in-service courses. Please include membership and grade of professional organisations.

COURSE AND TRAINING DETAILS	RESULTS	WHERE OBTAINED	FULL TIME, PART TIME, RESIDENTIAL	DATES	
				From	To
Please see attached list					

ADDITIONAL INFORMATION

All applicants. Use the space below to show you have the skills, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification. Please include details of home-based work, work in the community or with voluntary groups and your leisure interests to support your application. You may use separate sheets if necessary.

Applicants for teaching posts. You are strongly advised to submit a separate personal statement in support of your application. This should give any additional relevant information, including details of your professional, subject and leisure interests, and any skills and experience which may be useful in schools.

REFERENCES

It is our policy to take up references for shortlisted candidates. Give names and addresses of two referees, one of which should be your present or most recent employer. If you are known to your referee/s by a former name please supply the name by which you were known. If you have not previously been employed, give the name of someone who knows you well. Please do not give the name of a relative as a referee.

If you are applying for a teaching post and are employed by another LEA or an independent school, your employer will be asked to provide a reference. Please name at least one other referee. If you are not currently employed by an LEA or independent school please name two referees, one of which should be your present or most recent employer. Referees should have direct knowledge of your professional capacities and performance.

NAME OF REFEREE	STATUS OR JOB	ADDRESS FOR CONTACT
1. Tel No:		
2. Tel No:		
May we approach your present employer before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		

I DECLARE THAT THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I NOTE THAT THE WITHHOLDING, FALSIFICATION OR OMISSION OF RELEVANT INFORMATION BY A SUCCESSFUL CANDIDATE ARE GROUNDS FOR DISCIPLINARY ACTION WHICH MAY LEAD TO DISMISSAL.

Signed:

Date:

How did you learn of this vacancy?

.....

DATA PROTECTION ACT (1998)

Information from this application form may be held within the LEA. Belle Vue Girls' School is registered under the Data Protection Act (1998), individuals have the right of access to personal data concerning them.

FOR SELECTORS' USE ONLY For selection and monitoring purposes

PERSONNEL SPECIFICATIONS			Comments:
Experience		Equal Opportunities	
Qualifications	*QTS (teachers only)	Disposition and Attitude	
	Other qualifications		
Training		Practical and Intellectual Skills	
Special Knowledge	Physical/ Sensory	**Medical Fitness to Teach (teachers only)	
		Other physical/sensory	
Personal Circumstances		Other	