

**PART A**

**RETURN TO: Recruitment Team**

**Bingley Grammar School**

**Keighley Road, Bingley, West Yorkshire**

**BD16 2RS**

**Or email: recruitment@bingleygrammar.org**

 ***TO ENSURE GREATER OBJECTIVITY IN THE SELECTION PROCESS, PART A OF THE APPLICATION FORM WILL NOT BE USED TO SHORTLIST CANDIDATES FOR INTERVIEW.***

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| **POST APPLIED FOR:**  |
| **PERSONAL DETAILS** |
| **Title** |  | **Name** |  |
| **Previous Surname(s):** |  |
| **Address** |  | **Email** |  |
| **Telephone (Day)** |  |
| **Telephone (Eve)** |  |
| **Postcode** |  | **Mobile** |  |
| **National Insurance Number** |  | **Current Salary**  |  |

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| **OTHER DETAILS** |
| **Do you have any relationships (personal/business/financial) with senior members of school staff or governors?** **Yes / No (delete as appropriate)** | **If yes, please provide details:**Failure to declare such relationship may lead to disqualification for appointment or to dismissal if employed. |
| **Are you the parent/carer of any current students at this school?** **Yes / No (delete as appropriate)** | **If yes, please provide details:** |
| **Have you been or are you subject to any Capability procedure?****Yes / No (delete as appropriate)** | **If yes, please provide details:** |
| **Have you been or are you subject to any Disciplinary procedure?****Yes / No (delete as appropriate)** | **If yes, please provide details:** |
| **If you are offered this job will you have any other paid work?** **Yes / No (delete as appropriate)** | **If yes, please provide details:** |
| **Do you have the right to live and work in the United Kingdom?** | **Yes** |[ ]  **No** |[ ]
| **Do you require a work permit to take up employment in the UK?****Yes / No (delete as appropriate)** | **If yes, please provide details:** |
| **Where did you FIRST see the post advertised/hear about this vacancy? (Please put an X in the relevant box)**  |
| BGS Website |  | Indeed |  | LinkedIn |  |
| TES |  | Word of Mouth |  | Other Social Media |  |
| Prospects |  | Twitter |  | Google |  |
| Gov.uk website |  | Facebook |  | Local/National Press |  |
| Other  |  | Please specify: |
|  |
|  **REFERENCES** |
| Please give the details of two referees who have direct knowledge of your professional capabilities and performance. One should be your current Headteacher or (if you are unemployed) most recent Headteacher. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative.**NB It is Governors policy to seek references prior to interview.** |
| **Name:**   |  | **Name:**   |  |
| **Position** |  | **Position** |  |
| **Relationship to You:** |  | **Relationship to You** |  |
| **Address** |  | **Address** |  |
| **Postcode** |  | **Postcode** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

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|  **REHABILITATION OF OFFENDERS ACT** |
| **Under the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended 2013), posts which involve substantial access to children are exempt from provisions contained within this Act under which the job applicants are entitled to withhold information about any previous criminal background which is either unspent or would otherwise be considered ‘spent’ under the terms of the Act.** **However, changes to the legislation in 2013 mean that spent convictions may be protected and do not have to be disclosed to prospective employers. Employers cannot take protected offences into account when making employment decisions. 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 relevant previous criminal background. We will provide more information on protected offences at that stage.** |
|  **DECLARATIONS & SIGNATURE** |
| * **I declare that the information I have given in this application is correct to the best of my knowledge.**
* **I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.**
* **I give my consent for the personal details contained in this Application Form to be processed for the purposes set out in the Privacy Notice attached to this Application Form.**
* **I understand that, if successful, I will be required to undergo Disclosure checking with the Disclosure & Barring Service.**
* **I give my express consent for the School to approach my referees, either verbally or in writing or both, to obtain the required information on my employment suitability**

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***Please note if your application is submitted electronically and you are selected for interview you will be required to sign the form at interview.*** |



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**PART B**

**APPLICATION NUMBER**

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| **APPLICATION FOR EMPLOYMENT** |
| **POST APPLIED FOR:**  | **DATE YOU ARE ABLE TO START:** |
|  |
| **EDUCATION & TRAINING** |
| Name of Secondary School | From | To |
|  |  |  |
| **Qualifications/Examinations Passed** |
| Name of Qualification/Examination | Subjects/Grades | Date Obtained |
|  |  |  |

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| **FURTHER/HIGHER EDUCATION** |
|  |  |  |  |
| Name of College/University | Full Time or Part Time | From | To |
|  |  |  |  |
| Name of Qualification/Examination With Class | Main Subjects/Grades | Subsidiary Subjects | Date Obtained |
|  |  |  |  |
| If any course you have taken has been extended beyond the normal period, state reason and period of extension |

**CPD & IN SERVICE TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Completion** | **Name of Provider** | **Course / Subject** | **Result** |
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**WORK EXPERIENCE – Please Arrange in Chronological Order**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Dates of Employment** | **Position Held**  | **Description of Duties** | **Reason for Leaving** |
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| **SUPPORTING STATEMENT** |
| This should not exceed one page of A4 paper. **Please remember NOT to include any personal details** |
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| **PRIVACY NOTICE** |
| **This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during th****e application process. We are required to notify you of this information, under data protection legislation.** Please ensure that you read this notice as well as our privacy notice which can be found on our website at www.bingleygrammar.org which details how we use your information.Why Do We Collect This Information?Once you have submitted an application form, the School uses this information in order to take a decision on recruitment and to take steps to enter into a contract.What Information Do We Collect?We collect the following information from the application form in order to make a decision as to recruitment:* Your name and address
* Your National Insurance Number
* Teaching registration number (if applicable) and details of subjects you can teach
* Details about any relationships (personal/business or financial) which you may have with senior members of school staff or governors
* Details of any relationships you may have with any current students at the school
* Details of any capability or disciplinary procedures you may have been subject to during current or previous employment
* Details of your driving licence status (only applicable where the ability to drive is considered part of the job description)
* Details of your medical history (only requested where the role requires the applicant to be physically able to carry out tasks involved in the role which are risk assessed and considered essential and unavoidable)
* Additional information required under the Childcare Disqualification requirements (only applicable where applicants will be working with children under the age of 8)
* Details of any other additional paid work you will be carrying out if appointed to the post
* Contact details for your referees
* Details of any convictions you may have (under the Rehabilitation of Offenders Act)
* Details of your education and training
* Current and previous employment details
* Details of any special skills, knowledge, training and experience relevant to the application
* Information required for equality monitoring purposes only (*this information is not shared with the recruitment panel*) including gender/age group/details of any disability/ethnic origin/sexual orientation/religion

Additional information will also be collected prior to appointment which will enable us to carry out the necessary employment checks e.g. your date of birth and identity and address confirmation are required for Asylum and Immigration and Disclosure & Barring Service checks.How we may share the informationWe may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.How long we keep your informationWe keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy. |
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| **EQUALITY MONITORING DATA*****THE DETAILS GIVEN ON THIS FORM ARE FOR MONITORING PURPOSES AND ARE CONFIDENTIAL. THEY WILL NOT BE SEEN BY THE SELECTION PANEL OR CONSIDERED IN ANY WAY DURING THE APPOINTMENT PROCESS.***As an Equal Opportunity Employer Bingley Grammar School seeks to employ a workforce which reflects the community it serves and is committed to providing equality of access to employment and development opportunities for people from all parts of the community. To ensure this is carried out effectively, we ask all applicants to provide the following information. Selection for appointment/promotion will be based only on merit and ability and not the information provided in this section.All of the information provided below is kept confidential in line with General Data Protection Regulations (2018) and will only be used to compile statistics that we can then use to make continuous improvements to our recruitment and selection processes. We ask for your help in providing this information to give us a clearer profile of our workforce and how it compares with the numbers of people who are currently working or actively looking for work.**If you would prefer not to answer any of the questions please leave blank.** |
| **NAME:** |  |
| **POST APPLIED FOR:** |  |
| **Gender:**  | **Female** [ ]  | **Male** [ ]  | **Other** [ ]  |
| **Age Group:**  | **16-19** [ ]  | **20-29** [ ]  | **30-39** [ ]  | **40-49** [ ]  | **50-59** [ ]  | **60+** [ ]  |
| **Disability:**The Disability Discrimination Act (1995) defines a disabled personal as a person with “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”. You no longer have to be registered disabled. |
|  |
| **Do you consider yourself to be disabled?**  | **Yes** [ ]  | **No** [ ]  |
|  |  |  |  |  |  |
| **If Yes:** What adjustments do you consider may be necessary in the recruitment process to take account of your disability? Are there any arrangements we can make for you if you are invited for interview? Please specify, e.g. the provision of an accessible interview location or an interpreter, aids, adaptations or equipment.  |
| **EQUALITY MONITORING DATA** |
|  |
| **I would describe my Ethnic Group as:**Chose one category then √ the appropriate box to indicate your cultural background |
|  |
| **Asian or Asian British** |
|  |  | Indian |  | Pakistani |  |
|  |  |  |  |  |  |
|  |  | Bangladeshi |  |  |  |
|  |  |  |  |  |  |
|  |  | Any other Asian background  | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |
| **Black or Black African** |
|  |  | Caribbean |  | African |  |
|  |  |  |  |  |  |
|  |  | Any other Black background  | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Chinese or Other Ethnic Group** |
|  |  | Chinese |  |  |  |
|  |  |  |  |  |  |
|  |  | Any other Ethnic Group | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **Mixed** |
|  |  | White and Black Caribbean |  | White and Black African |  |
|  |  |  |  |  |  |
|  |  | White and Asian |  |  |  |
|  |  |  |  |  |  |
|  |  | Any other Mixed background | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **White** |
|  |  | British |  | Irish |  |
|  |  |  |  |  |  |
|  |  | Any other White background | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Sexual Orientation:** Please √ one of the boxes below: |
|  |  | Bisexual |  | Gay |  |
|  |  |  |  |  |  |
|  |  | Heterosexual  |  | Lesbian |  |
|  |  |  |  |  |  |
| **Religion: Please** √ one of the boxes below: |
|  |  | Buddhist |  | Christian |  |
|  |  |  |  |  |  |
|  |  | Hindu |  | Jewish |  |
|  |  |  |  |  |  |
|  |  | Muslim |   | Sikh |
|  |  |  |  |  |
|  |  | No religion |  |  |
|  |  |  |  |  |
|  |  | Any other Religion  | (Please specify) | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |