

**RECRUITMENT Application FORM**

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| --- | --- |
| Position Applied For | Click here to enter text. |
| Applicant’s Name | Click here to enter text. |

**Application Form Guidance Notes**

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| Thank you for your interest in this vacancy. We will use this form to help decide your suitability for the post, so please ensure that it is accurate and fully complete. If any section does not apply to you, please enter n/a (not applicable). |
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| **Please do not include a CV with your application**. All relevant information should be completed on the form itself, using additional sheets if necessary. |
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| **Completed applications should be returned to Chris Smith, Headteacher,** |
| **by email to** [recruitment@southbromsgrove.worcs.sch.uk](mailto:recruitment@southbromsgrove.worcs.sch.uk) |
| Please note that applications received after the closing date may not be considered. |
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| We acknowledge receipt of all applications and aim to contact shortlisted candidates as soon as possible after the closing date. In the interest of economy only those applicants selected for interview will be contacted. |
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| All applications are treated confidentially. Following the recruitment process, unsuccessful applications are retained for a period of 8 months and then destroyed using a secure method. |
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| **South Bromsgrove High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.** |

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**Two Ticks**

'Under the 'Two Ticks' Scheme the Governing Body undertakes to interview disabled people who meet the minimum essential criteria detailed on the person specification. For these purposes, disability is defined as 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.

Do you consider that you would qualify for an interview under the Scheme? Click here to enter text.

If you need any particular arrangements to be made for interview e.g. access, sign interpreter, induction loop system, taping of documents etc., please specify them below:

Click here to enter text.

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South Bromsgrove High Academy Trust is a charity and a company limited by guarantee, registered in England and Wales with

Company Number 8565135 whose Registered Office is at Charford Road, Bromsgrove, B60 3NL

1. **Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: | Click here to enter text. | Forenames(s): | Click here to enter text. | |
| Previous Surname(s): | Click here to enter text. | Title: e.g. Mr. Mrs etc | Click here to enter text. | |
| Date of Birth: (DD/MM/YY) | Click here to enter text. | National  Insurance No: | Click here to enter text. | |
| Home Address:  (including postcode) | Click here to enter text. | DfE Teacher Reference No:  Please state n/a if this does not apply | Click here to enter text. | |
| Telephone No:  (Mobile) | Click here to enter text. | Telephone No:  (Home) | Click here to enter text. | |
| Email Address:  (Home) | Click here to enter text. | Email Address:  (Work) | Click here to enter text. | |
|  | | | | |
| Are you related to an employee or governor of the school? If so, please state their name and relationship to you. **Note: *Canvassing will lead to disqualification for appointment.*** | | | | Click here to enter text. |
| Do you hold a current valid driving licence? | | | | Click here to enter text. |
| Have you lived or worked abroad within the past 5 years?  If so, please provide details in Section 3 and/or 4. | | | | Click here to enter text. |

1. **Convictions/Disqualifications**

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| **EXEMPT EMPLOYMENT**  As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. The school will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. If this post meets 'Regulated Activity' (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. |
| **You must disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as these will be supplied by the DBS.**  Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions. Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form. |
| Please give details and dates of any unspent and unfiltered spent criminal convictions, disqualifications, cautions or driving offences **or alternatively state "none" if that is the case:** |
| Click here to enter text. |

1. **Teaching Information (if applicable)**

|  |  |
| --- | --- |
| Do you have QTS? | Click here to enter text. |
| Age range trained | Click here to enter text. |
| Subjects qualified to teach | Click here to enter text. |
| Date passed threshold (if applicable) | Click here to enter text. |
| Have you successfully completed your: Probationary/induction year?  QTS professional skills tests? | Click here to select response |
| Click here to select response |
| Are you in receipt of a Teacher’s Pension? | Click here to select response |
| If yes, please specify reason and date: | Click here to enter text. |

1. **Education, Training and Qualifications**

***Applicants invited for interview will be required to produce documentary evidence of their qualifications***

**Please provide details of your education history**, starting with your most recent / current experience and working back. Please account for any gaps and continue on a separate sheet if necessary.

**School/College Education (After age 11)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College  attended | From - To  (Month/Year) | Qualifications Obtained, with Grade | Date Obtained  (Month/Year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Further or Higher Education (Full or Part Time)**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment/University | From - To  (Month/Year) | Qualifications Obtained with Grade | Date Obtained  (Month/Year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Teaching Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment/University | From - To  (Month/Year) | Qualifications Obtained with Grade | Date Obtained  (Month/Year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Professional Development**

**Please give brief details of all training and other courses you have undertaken whether or not they are relevant to this post.**

|  |  |  |  |
| --- | --- | --- | --- |
| Training Provider | Course Title | Result | Date Obtained  (Month/Year) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Membership of Professional Bodies**(excluding Teachers' Professional associations)

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| Click here to enter text. |

1. **Employment History/Work Experience**

Please provide details of your employment history (either paid, unpaid or voluntary), starting with your current/most recent employer and working back.

**Current/Most Recent Employer**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current/most recent school employment or other employer (with address) | | | Date Started: | | Date employment ceased if applicable: | | | | | Reason for leaving: | |
| Click here to enter text. | | | Click here to enter text. | | Click here to enter text. | | | | | Click here to enter text. | |
| Position Held: | Click here to enter text. | | | | | | | | | | |
| Duties and Responsibilities: | Click here to enter text. | | | | | | | | | | |
| Full or  Part Time: | Click here to enter text. | Present salary: | | Click here to enter text. | | | | Point on pay spine (if applicable) | | | Click here to enter text. |
| Employing Authority (if applicable): | Click here to enter text. | | | | | Notice Period (if applicable) | | | Click here to enter text. | | |
| **Teaching Applications Only** | | | | | | | | | | | |
| Age Range: | Click here to enter text. | | Approx No.  on Roll: | | | | Click here to enter text. | | | | |
| Boys/Girls/  Mixed: | Click here to enter text. | | | | | | | | | | |

**Previous Employers – Please account for any gaps and continue on an additional sheet if necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Previous school employment or other employer/s (with address)  Please include employing authority (if applicable) | Position held and duties/responsibilities | Full or Part Time | Employment dates  From / To  (Month/Year) | Salary and Reason for leaving: | **Teaching Applications Only**  Age Range  Boys/Girls/Mixed  Approx No on roll |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. **Information in Support of Your Application**

Please use this space to give information in support of your application for this post. Please explain how your skills, abilities, experience and achievements to date (including leisure and voluntary) would make you a suitable candidate. Please refer to the criteria on the person specification. You may wish to include details of any interests, responsibilities or education philosophy which you consider relevant.

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| Click here to enter text. |

1. **References**

**In line with our recruitment policy, references are sought prior to interview. Unless you specify otherwise, we will not consult you prior to approaching these referees.**

**Please give details of two people in a senior position with appropriate line management authority (i.e. Headteacher if you are school based).** One referee should be your current or most recent employer. If you are not currently employed and are attending college/university one referee should be your current tutor/lecturer or a person in a position of authority who has knowledge of you. **If you are not currently working with children you should also provide details of a contact from your last post working with children.**

Referees should be able and willing to comment on your suitability for the role.

**We are unable to accept personal or character references from family members, friends or associates, and are unable to accept personal email addresses as a method of communication.** Please complete all sections.

|  |  |
| --- | --- |
| Name of Referee | Click here to enter text. |
| Do you wish to be consulted before we approach this referee? | Click here to select response |
| Job Title | Click here to enter text. |
| Organisation Name | Click here to enter text. |
| Address (including postcode) | Click here to enter text. |
| Relationship to you e.g. Headteacher | Click here to enter text. |
| Telephone Number/s | Click here to enter text. |
| Business Email address | Click here to enter text. |

|  |  |
| --- | --- |
| Name of Referee | Click here to enter text. |
| Do you wish to be consulted before we approach this referee? | Click here to select response |
| Job Title | Click here to enter text. |
| Organisation Name | Click here to enter text. |
| Address (including postcode) | Click here to enter text. |
| Relationship to you e.g. Headteacher | Click here to enter text. |
| Telephone Number/s | Click here to enter text. |
| Business Email address | Click here to enter text. |

1. **Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare that the information given in this application form is correct and complete.**  **I understand that any offer of employment is subject to the relevant pre-employment checks including verification of identity, examination certificates, references, DBS Certificate and check of the Barred List(s) if applicable.**  **Note: False statements or failure to disclosure any information requested in this application form may disqualify**  **an applicant. Discovery after appointment may lead to dismissal or disciplinary action by the employer.**  **Please note: If you submit this form electronically you will be required to sign this declaration if invited to attend interview.** | | | |
| Signature | Click here to enter text. | Date | Click here to enter a date. |
| Data Protection Act 1998 – Consent and Certification of Details  **As part of the process of appointment, the employer may disclose information to, and request information from, third parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 1998, your consent is required before approaching third parties for information in relation to pre-employment checks.** | | | |
| Signature | Click here to enter text. | Date | Click here to enter a date. |

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| **Application No:** | | | | | | | | | | | | | | | | | | | | |  | |
| **Equal Opportunities Monitoring Form** | | | | | | | | | | | | | | | | | | | | | | |
| South Bromsgrove High is committed to the elimination of all forms of unjustifiable discrimination.  The school will actively pursue equality of opportunity for all by seeking to ensure that all prospective and existing employees are treated fairly. Personal circumstances and characteristics will only be taken into account when they can be justified as being relevant to employment. To enable the school to ensure this commitment is fulfilled, we would ask **all applicants** to complete the questions detailed below.  **This information will be treated as completely confidential and will be used for monitoring purposes only. This information will be detached from the application form on receipt and will not be considered during the selection process.** | | | | | | | | | | | | | | | | | | | | | | |
| **Please put a cross in the box as appropriate:**  **1. Which of the following do you consider to be your ethnic origin?**  (please put a cross in one box only), see below for explanatory notes. | | | | | | | | | | | | | | | | | | | | | | |
|  | White British (AWB) | | | |  |  | | | White and Black Caribbean (BWBC) | | | | | | |  | |  | Indian (CIN) | | | |
|  | White Irish (AWI) | | | |  |  | | | White and Black African (BWBA) | | | | | | |  | |  | Pakistani (CP) | | | |
|  | White Other (AWO) | | | |  |  | | | White and Asian (BWA) | | | | | | |  | |  | Bangladeshi (CB) | | | |
|  | Mixed Other (BMO) | | | |  |  | | | Asian Other (CAO) | | | | | | |  | |  | Caribbean (DBC) | | | |
|  | African (DBA) | | | |  |  | | | Chinese (ECH) | | | | | | |  | |  | Black Other (DBO) | | | |
|  | Other Ethnic Group (EOE) | | | | (please describe) | | | | | |  | | | | | | | | | | | |
|  |  | | | |  | | | | | |  | | | | | | | | | | | |
| **2. Are you** | | | |  | | | | Male | | | |  |  | Female | | | | | | | | |
| **3. Do you have a disability?** | | | |  | | | | Yes | | | |  | No | | | | | | | | |
| For these purposes, disability is defined as 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. | | | | | | | | | | | | | | | | | | | | | | |
| **4. Please tick the age band currently applicable to you** | | | | | | | | | | | | | | | | | | | | | | |
|  | i. up to 19 |  | ii. 20-29 | | | |  | | | iii. 30-39 |  | | iv. 40-49 | |  | | v. 50-65 | | |  | | vi. Over 65 |

**Where did you see this post advertised? i.e. Eteach, TES** Click here to enter text.

**Monitoring Form Explanatory Notes**

The ethnic groups set out above are those recommended by the Commission for Racial Equality and used in the 2001 Census.

Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated. If you are descended from more than one ethnic group, please tick the group to which you consider you belong or tick the ‘other ethnic group’ box and give details in the space provided above.