### **Guidance Notes — Job Application Form in Microsoft Word Format**

### This form should only be used to make applications for advertised vacancies at Burford School.

### You are advised to save this form to your hard drive so it can be completed in your own time and at your own pace. To save it, click on “**File**”, then “**Save As…**” and finally click the **Save** button (you can change the filename and location if you wish).

### **How to submit your job application form**

### 1 Please fill in the pages that follow. The 🞸 symbol indicates fields that must be completed before submitting this form.

### The form is designed for completion using Microsoft Word or a compatible word processing program.

### Use the grey text areas and selection boxes to complete the form. The grey text areas (fields) will expand to accommodate information such as an address. Within the fields you can use the **Enter** key to start a new line. You can use the **Tab** key to move to the next field on the form. Each form field displays additional information in Word’s status bar at the bottom of the screen. Press the **F1** key for further help with each field.

### If you wish to include more information than can be contained in the form fields (for example, more than four previous jobs), please put any additional information in the "*Relevant Skills and Experience*" section.

### Please help us to meet our statutory requirements by completing the Equal Opportunities section of the application form.

### 2 Save the document.

### 3 When you have finished, attach the document to an email, and return it to the email address given in the job information pack.

### 4 Alternatively you can print the completed document and send it by post to the address given in the information pack.

### Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

### If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact us **before** sending a second copy of your application form.

### **Note** our email is not encrypted. However, Burford School ensures that only staff who have a business reason to look at your information or data can do so. Staff cannot look at your information or data for personal reasons or out of curiosity. We will comply with the Data Protection Act 1998 in connection with our obligations under the Terms. You should be aware that owing to the nature of email your data may pass through countries that do not have comparative data protection laws.

**Application for Employment**

### **Teaching Post**

### **CONFIDENTIAL**

### Please read the Guidance Notes above before completing this form

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| **Post details** |
| Post applied for | 🞸      | Reference |       |

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| **Personal details** |
| Title (Mr, Mrs, etc.) | 🞸 |
| First name | 🞸      |
| Middle name |       |
| Surname (family name) | 🞸      |
| All previous surnames  |       |
| National Insurance number |       |

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| **Address details** |
| Address | 🞸      |
| Address Line 2 |       |
| Town | 🞸      |
| County |       |
| Postcode | 🞸      |
| Home phone  | Area code       number       |
| Work phone | Area code       number       |
| Mobile phone |       |
| Email address |       |
| Preferred contact method |   |

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### (form continues below)

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| **Current employment or occupation** |
| **Job Title** (or course details if currently a student) |       |
| **Name and type of school** (or University/ College or employer's name) |       |
| **Local authority**  |       |
| **Number of pupils on roll** |       |
| **Age group taught**  |       |
| **Current grade and salary** (if part-time include percentage of full-time) |       |
| **Date started** (month/ year) |       |

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| **Previous employment or occupation** |
| Please give a full history, in chronological order, starting with your most recent occupation & ending with your first occupation since leaving secondary education. Include periods of post-secondary education/training, part time or voluntary work. If you have had periods of time not in employment or education/training please record details providing an explanation (e.g. looking for employment, travelling, or time taken out of paid employment due to child care responsibilities etc). Provide start and end dates for all occupations. If you have further periods please place on a numbered continuation sheet. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Job title or Occupation | Name, local authority and type of school, or employer's name | Number of pupils on roll | Age group taught | Salary | Date started (month/ year) | Date left (month/ year) | Reason for leaving |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
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### (form continues below)

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| **Gaps in Employment** |
| Please use the space below to explain any gaps in your employment. |
|       |

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| **Qualifications** |
| Please list any qualifications you have gained or are undertaking (e.g. GCSEs, A-levels, degree, NVQs, professional qualifications) If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section. |
| Do you have Qualified Teacher Status (QTS)? | 🞸 |
| Teacher reference number |       |
| Name at time of degree, qualification or PGCE (if different) |       |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |       |
| Are you subject to a General Teaching Council sanction or restriction? |       |
| **Name of qualification** | **Subjects and grades or results expected** | **School/ College/ University attended** | **Date awarded (month/ year)** |
|       |       |       |       |
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| **Training** |
| Please list any additional training you have undertaken which is relevant to the post for which you are applying. If you need to add further items, please put these in the *Relevant Skills and Experience* section. |
| Name of course  | Date completed(month/ year) |
|       |       |
|       |       |
|       |       |
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| **Relevant skills and experience** |
| Please show by giving examples of any experiences, behaviours and skills of how you meet the selection criteria listed for the post. You may use duties in your present or previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.This field will expand as necessary to contain your details. You can cut and paste information into this field, but formatting (bullet points, bold font, etc.) may be lost. It is advisable to save your work regularly.  |

Please use this text field to describe your relevant skills and experience...

### (Form continues below)

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| **Referees** |
| Please give details of three referees who can confirm that you meet the selection criteria for the post. **Your referees should not be related to you in any way nor writing solely as a colleague or friend**. If you are (or have recently been) employed, one **must** be your current or last employer i.e. Head of the Establishment.If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you are not currently working with children or young people but have done so in the past, one referee should be that employer i.e. the Head of the Establishment.Please note that for school roles we normally take up references for all shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. |
| **Referees:** | **Referee 1** | **Referee 2** | **Referee 3** |
| Title | 🞸 | 🞸 | 🞸 |
| First name | 🞸      | 🞸      | 🞸      |
| Surname (family name) | 🞸      | 🞸      | 🞸      |
| Position or relationship to you | 🞸      | 🞸      | 🞸      |
| Address | 🞸      | 🞸      | 🞸      |
| Postcode |       |       |       |
| Telephone (inc. area code) |       |       |       |
| Fax number (inc. area code) |       |       |       |
| Email address |       |       |       |
| May we contact this referee without further authority from you? | 🞸 | 🞸 | 🞸 |

### (form continues below)

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| **Additional details** |
| Is anyone in your household or family an employee or governor of Burford School?🞸If you have answered "Yes" to the question above, please provide details:      |
| Do you require sponsorship under the UK points based registration system? | 🞸 |
| If you answered "Yes" to the question above, please provide details |       |
| When would you be available to start work? |       |
| Where did you see this post advertised? (please tick). TES [ ] Eteach [ ] Other [ ]  (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Disclosure and Barring and childcare disqualification** |
| The school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy statement.**Do you have a DBS certificate?:** [ ]  Yes [ ]  No Date of check:      If you have lived or worked outside of the UK in the last 5 years the school may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.**Have you lived or worked outside of the UK in the last 5 years?:** [ ]  Yes [ ]  No  |

### (form continues below)

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| **Data Protection Statement** |
| Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests

You will find more information on our legitimate interests and how we use your personal data in our [privacy notice](https://schoolleaders.thekeysupport.com/uid/d88161df-1746-4ea8-b220-e94098fcd3f4/) for job applicants which is sent with every application form.**By submitting this application form you are consenting to our processing this for the purposes detailed in our privacy notice.** |

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| **Right to work in the UK** |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. |
| **Declaration** |
| **You cannot sign this form on screen.** By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the data protection statement contained in this document. |
| Signed |  | Date |  |

### (form continues below)

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| **Equal opportunities** |
| Burford School Academy is an equal opportunity employer and is committed to promoting equality and social inclusion. We operate a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help us monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below.This information is confidential and does not form part of your application. It will be detached from your application form when it is received, and the information will not be taken into account when making the appointment. |

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| **Personal details** |
| Surname (family name) | 🞸      |
| First name | 🞸      |
| Date of birth (dd/mm/yyyy) | 🞸      |
| Gender  | 🞸 |
| Sexual Orientation | 🞸 |
| Do you consider that you have a disability? | 🞸 |
| Religion and/or belief | 🞸 |
| Are you employed by Burford School |  |
| To which of the following groups do you consider you belong? | 🞸 |

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| **Information for candidates with a disability** |

### Burford School Academy welcomes applications from all sectors of the community, including candidates with a disability.

### Oxfordshire Employment Service (an Oxfordshire County Council Service) provides information, advice and guidance on employment-related issues to applicants with a disability or long term health condition. For more information contact 01865 791606.

### The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities.”

### You can obtain further advice from the Disability Rights Commission [www.drc-gb.org](http://www.drc-gb.org) or Tel: 0845 604 6610

### **Arrangements if selected for interview**

### If you have a disability, please indicate whether you would need any of the following arrangements to be made if you were invited to interview:

|  |  |
| --- | --- |
| Interview information on audio tape | [ ]  |
|  |  |
| Interview information in large print format | [ ]  |
|  |  |
| Sign language or other assistance with | [ ]  |
| communication at interview |  |
|  |  |
| Other assistance details:       |

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| --- | --- |
| Induction loop in interview room | [ ]  |
|  |  |
| Wheelchair-accessible location for interview | [ ]  |
|  |  |
| Car parking space for interview | [ ]  |
|  |  |
| Facility for personal carer, assistant or other | [ ]  |
| person to accompany you at interview |  |

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| Other requirements — please give details:      |

### **Arrangements if appointed**

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| Please give details below of any adjustments which would need to be made in order for you to be able to carry out the duties of the job if appointed.      |