

Application for Employment (Confidential)

Teachers and Support Staff

Please complete the form using black ink or type for photocopying purposes.

Post details

Job title:	Your application should be returned to: unless otherwise specified by the school
School or unit:	
Closing date:	

Personal details

Surname:	Forename(s):
Previous Surname(s):	
Home Address (including postcode):	Address to which correspondence should be sent if not home address (including postcode):
Daytime telephone number:	Evening telephone number:
Email address:	
Religious Denomination/Faith* * For vacancies in schools with a religious character only. The Governing Body may take religious denomination or faith into account for some posts in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003	
How did you learn of this vacancy? Prospects Online <input type="checkbox"/> Prospects Print <input type="checkbox"/> Schools own website <input type="checkbox"/> Other council website <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other (please specify) <input type="checkbox"/>	

Safeguarding Policy Statement

We are 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.

Language skills

Do you speak or write any languages other than English?	Speak	Write
Language:	<input type="checkbox"/>	<input type="checkbox"/>
Language:	<input type="checkbox"/>	<input type="checkbox"/>

Employment history – Please give a complete history, detailing any breaks in employment

Current or most recent employment:	
Post title:	Employer's name, address and telephone number: <i>(including Local Authority, Diocese, school name, type and group number, if applicable)</i>
Dates from to:	
Salary or wage:	
Allowances, or additional salary points:	
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):
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Previous Employment:					
Employer's name and address (inc LA, Diocese and type of school if applicable) Please also indicate breaks in employment	Position held (if part time, show weekly hours)	Salary / wage	Dates		Reason for leaving or break in employment history
			From	To	

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 will be asked, before your appointment is confirmed, to present the original copies issued to you by the examining body (photocopies will not be acceptable).

Qualifications Examination subjects, if applicable, indicate main/subsidiary subjects	Results Grade or classification	School, College or University	Dates: from and to	How obtained (Full time, part time or correspondence)

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

Additional information / personal statement

Please ensure that you use the space below to submit a 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, knowledge and experience to demonstrate that you meet the criteria specified in the personnel specification.

References

It is our policy to take up references for shortlisted candidates. Give names and addresses of three referees, one of which should be your present or most recent employer, and if applying for a school with a religious character one of which should be from your parish priest or other religious leader. If you are known to your referee/s by a former name please supply the name by which you were known. Your referees should have direct knowledge of your professional capacities and performance.

We may contact you to ask you to provide additional referees who have knowledge of your professional work.

If you are applying for a teaching post or working with children and are employed by another LA or an independent school your employer will be asked to provide a reference. References requests will ask for information relating to safeguarding, disciplinary and job performance issues along with other matters relevant to the post. If you are not currently employed by an LA or independent school please name three 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:		Email address:
2.		
Tel. No:		Email address:
Name of referee	Status or job	Address for contact
3.		
Tel No:		Email address:
May we approach your present employer before the interview? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Important Notes

Declaration

Immigration, Asylum and Nationality Act (2006)

In accordance with the Immigration, Asylum and Nationality Act 2006, the employer will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, all candidates shortlisted for interview are required to complete a declaration and to produce acceptable specified documentary evidence at interview.

I confirm that I am legally entitled to work in the UK.

Safeguarding Vulnerable Groups Act (2006)

The employer is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not barred by the Disclosure and Barring Service (DBS) from working with or applying to work with children (and/or vulnerable adults if appropriate), or included on the Children's Barred List (or the Adults Barred List if appropriate).

Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (as amended)

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

If the job for which you have applied involves substantial access to children and you have been shortlisted for the post, it is likely you will be provided with a self-disclosure form by the potential employer on which you will be asked to disclose any unspent convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 & 2020). The possession of a criminal record will not automatically debar you from consideration for the post for which you have applied and any information given should be treated as confidential and only be used by the potential employer in relation to the post for which you have applied.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. You may be asked for further information about your criminal history during the recruitment process.

If you are the successful applicant it is likely you will be provided with an Enhanced Disclosure & Barring Service (DBS) application and consent form. Failure to complete this form may result in your application not proceeding any further

I agree that the appropriate enquiry may be made to the Disclosure & Barring Service or successor body.

Data Protection Act (2018)

Information from this application form may be held securely by Bradford Council or the employing school. The employers are registered under the Data Protection Act (2018); individuals have the right of access to personal data concerning them.

I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018.

Disclosure

A candidate for any appointment with the Council / Governing Body must state below any known relationship to a Councillor, Co-opted Member, Director or Assistant Director of the Council, any member of the Governing Body or existing employees of the Governing Body when making an application. A candidate failing to disclose such a relationship or seeking to improperly influence the recruitment and selection process shall be disqualified from appointment, or if appointed, shall be liable to dismissal without notice.

Are you related to a Councillor or Senior Officer of the Council or any member of the Governing Body or existing employees of the Governing Body? Yes ☐ No ☐

If YES, give details:

You are reminded that where the Governing Body are the employers the post will be subject to the terms and conditions of the appropriate model contract (eg CES, Church of England, Foundation Schools etc)

I confirm that the above information is complete and accurate and that any offer of employment is subject to satisfactory references and, if required for the post, a satisfactory enhanced DBS check.

I DECLARE THAT ALL THE INFORMATION ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND 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:

ALL CANDIDATES APPLYING FOR EMPLOYMENT ONLINE OR VIA EMAIL WILL BE REQUIRED TO SIGN AND DATE THIS FORM IF INVITED TO ATTEND AN INTERVIEW.

Disability

We are committed to a fair and equitable process and to ensure that no one is disadvantaged within the selection process. We need to be aware of any disability and any adjustments which need to be made in accordance with the Equality Act 2010 in relation to Disability Provision. The definition of disability under the Equality Act 2010 defines a person as having disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal 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.

NOTE: We have adopted a positive approach to the Equality Act 2010 and it is our policy to interview all people with disabilities as defined in the act, who meet essential criteria outlined in the personnel specification. Candidates are required to provide evidence of how they meet these criteria.

Do you consider you have any medical condition or disability which may be covered by the provisions of the Equality Act (2010).

☐ No ☐ Yes

Do you have any specific requirements to enable you to attend an interview?

☐ No ☐ Yes

If YES, give details:

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.

Health

Please note that you may be required to complete a medical questionnaire and/or consent to a medical examination for certain posts.