

Application Form



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External Candidates

Thank you for your interest in working at The Bridge MAT.

The time and effort that is invested in applying for a role with us is greatly appreciated. If you have any queries related to your application, please do not hesitate to contact the Business Support Team who will be happy to discuss general issues.

Trust Switchboard Phone Number | +44 (0)20 7619 1000

The Bridge School – Primary site

251 Hungerford Road
London
N7 9LD

E: primary@thebridgetrust.academy

The Bridge School – Secondary site

28 Carleton Road
London
N7 0EQ

E: secondary@thebridgetrust.academy

The Bridge Integrated Learning Space

1 Dowrey Street
London
N1 0HY

E: edward.ashcroft@thebridgetrust.academy

The Bridge Satellites Provision

C/O 251 Hungerford Road
London
N7 9LD

E: satellite@thebridgetrust.academy

Hungerford School

249 Hungerford Road
London
N7 9LF

E: hungerford@thebridgetrust.academy

The Bridge Easton School

Bawburgh Road
Norfolk
NR9 5EA

E: recruitment@thebridgetrust.academy

The Bridge Development Centre

251 Hungerford Road
London
N7 9LD

E: training@thebridgetrust.academy

Please email this completed form to recruitment@thebridgetrust.academy.

Application Form

For Employment in Schools/Education Establishments

Job applied for:

Reference number:

Closing date:

Please state where you saw this vacancy advertised?

Personal Details

First name(s):

Last name:

Address:

Postcode:

Tel - Mobile:

Tel - Home:

Email address (home):

Email address (work):

Do you require a work permit/settlement code to take up employment in the UK?

Yes No

National Insurance Number:

Are you applying for this post as a job share?

Yes No

Do you have the legal right to work in the UK?

Yes No

If "Yes" to the above, when did you become a resident in the UK?

For Teachers Only

Have you successfully completed a period of induction as qualified teacher in this country?
If yes please give details of completion:

Yes No

Please give details of your Teacher Reference Number (e.g. 12/34567):

Are you subject to any conditions or prohibitions place on you but the TRA (or another GTC in the UK)
If yes please give details:

Yes No

Do you have Qualified Teacher Status?
If yes, please give date of award:

Yes No

QTS Certificate Number if applicable:

Present or Most Recent Employment

Name and address of employer:

Post code:

Tel:

Email:

Post held:

Grade/spine:

Basic salary per annum (£):

Allowances:

Date started:

Until:

Notice required:

Reason for leaving:

Brief description of duties:

References

Please give names and addresses of two people who can verify your employment record and can provide an assessment of your suitability for this post. One must be your present or most current Line Manager. **If currently employed as a teacher your professional reference should be provided by your Headteacher**

Please note all references will be requested immediately after shortlisting therefore, please advise your line manager of the timelines.

Please note that we reserve the right to approach any of your previous employers for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Name:		Name:	
Job Title:		Job Title:	
Address:		Address:	
Postcode:		Postcode:	
Tel:		Tel:	
Email:		Email:	
Employment start:		Employment start:	
Employment end:		Employment end:	

Referees will be contacted before the interview

Previous Employment

Start with the most recent (current employment) and list details of employment since leaving full time education. **Do not leave any gaps.** If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

Employers name and address	From	To	Job title

Please continue on a separate sheet if necessary

Education, Qualifications and Training

Secondary & Further Education

Subject:	Grade:	Name of School	Dates (From & To)

Academic & Professional

Subject:	Grade:	Name of College (and or) University	Dates (From & To)

Other qualifications or membership of professional bodies

Health

Please note, the successful candidate will be required to complete a **Pre-Employment Health** questionnaire and may be asked to attend a medical examination.

Personal Statement

Please support your application with a statement in which you explain how you meet the requirements of the post as described in the job description and person specification. Explain what you have to offer in terms of your experience, skills and knowledge gained in relevant unpaid or voluntary work, study or training. Attach additional sheets if necessary and please address the items in the person specification in the order given. If you do not send us this statement, you will not be considered for interview.

Please continue on a separate sheet if necessary

Safeguarding Statement

The Bridge MAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Relatives and Other Interests

Are you related to, or do you have a personal relationship with an Employee of the Bridge MAT? Yes No

If yes, please give:

Name:	<input type="text"/>
Department:	<input type="text"/>
Relationship:	<input type="text"/>

Disability

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

Do you have a disability you wish us to know about at this stage? Yes No

We try to make reasonable provisions for people with a disability. If there is any special help that you may require at the interview, please detail below e.g. sign language interpreter, wheelchair access.

Declaration

I confirm that the information I have given on this form is correct and understand that, providing misleading or false information/qualifications may affect any recruitment decision made relating to me and if appointed on the basis of false information, I am liable to be summarily dismissed.

The MAT processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I authorise The Bridge MAT to check the information supplied and hold all such information in both paper and electronic formats.

Signed: _____ Date: _____

Name in BLOCK CAPITALS: _____

Equal Opportunities Monitoring Information

Optional Form



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Equal Opportunities Monitoring Information (Optional Form)

Please note that this information is processed anonymously in order that we can monitor the effectiveness of our policies and procedures and comply with legislation. We need accurate data on the composition of our workforce to do this. It is important that you complete this page, which is removed from your application form before the shortlisting stage.

Job Reference:

Post title:

How did you find out about this vacancy?

(if it was an advertisement, please name the publication:

Gender:

Disability

Do you consider that you have a disability under the Equality Act 2010 definition? Yes No

The definition of disability according to the Equality Act 2010 is: "A physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities". A long-term effect is one that has lasted 12 months, is likely to last 12 months or, is likely to last the rest of the person's life.

Ethnicity

Asian or Asian British	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Black or Black British	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Eritrean	<input type="checkbox"/>
Filipino	<input type="checkbox"/>
Ghanaian	<input type="checkbox"/>
Greek/Greek Cypriot	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Kurdish	<input type="checkbox"/>
Mixed	<input type="checkbox"/>
Nigerian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Somali	<input type="checkbox"/>
Turkish/Turkish Cypriot	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White or White British	<input type="checkbox"/>
If not listed above, please state	

Declaration

I confirm that the information I have given on this form is correct and understand that, if appointed on the basis of false information, I am liable to be summarily dismissed. I freely give my explicit consent that the information which I give on this application form may be processed in accordance with the London Borough of Islington’s registration under the Data Protection Act 1998.

Yes No

Disclosure of Criminal Convictions/Cautions Self-Disclosure Form



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Declaration of Offences

Before completing this form, please read the following notes carefully.

It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for the Trust. The Trust is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will consider the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Yes No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

Yes No

If the answer is yes to either of the above questions, please provide full details below: Please enter NONE if applicable.

Details of offence(s)	Place and date of Conviction/ Caution	Sentences(s)

Please list below details of any pending prosecutions

Please enter NONE if applicable

Court to which Summoned:	Appearance Date:	Alleged Offence:

I certify that:

- I have read and understood the attached guidance notes;
- to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by the Bridge MAT, and could lead to dismissal without notice.

Signature:	
Name (please use CAPITALS):	
Date:	
Post Applied for:	

Once you have completed this form, please return to the Business Support Team in a sealed envelope marked confidential.

Disclosure of Criminal Convictions / Cautions (Spent and Unspent) Notes of Guidance

It is the Bridge MAT's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions. In addition, you are required to disclose any adult cautions which have not expired or any pending prosecutions.

As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose 'spent' as well as 'unspent' criminal convictions (which are not 'protected'), cautions and any pending prosecutions against you in line with the requirements below.

You must declare the following:

- a) Cautions given less than 6 years ago (where you were over age 18 at the time of caution and it is not related to a "specified offence").
- b) All cautions given where you were over the age of 18 at the time of the caution and which relate to a "specified offence" (i.e. an offence from a prescribed list). A copy of the "specified offences" can be viewed here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- c) Any convictions, whenever they occurred, relating to a specified offence which is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- d) All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
- e) Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
- f) Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)

The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.

Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person's suitability will be looked at as a whole in the light of all the information available, and in accordance with the policy on the employment of ex-offenders. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.

A conviction includes:

- a) A sentence of imprisonment, youth custody or in a Young Offenders' Institution;
- b) An absolute discharge, conditional discharge, bind over;
- c) A fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
- d) Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
- e) Detention by direction of the Home Secretary;
- f) Remand Centres, secure training centres or in secure accommodation;
- g) A suspended sentence;
- h) A fine or any other sentence not mentioned above.

A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.

A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.

A Bind Over is an order which requires the defendant to return to Court on an unspecified date for sentence.

All driving offences must be declared unless excluded by the criteria under section 3 above.

Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a 'regulated position'.

As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced check from the Disclosure and Barring Service ("DBS"). A refusal to make such an application could prevent your employment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure

Failure to disclose convictions and cautions (to the extent they are required to be disclosed as set out above) and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Bridge MAT.

Further information to assist you in what information should be disclosed in this form is available here:

- (a) <https://www.gov.uk/tell-employer-or-college-about-criminal-record>
- (b) <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

There are also charities who may be able to provide you with further advice. These are:

- (c) Unlock: <https://www.unlock.org.uk/>
- (d) Nacro: <https://www.nacro.org.uk/>