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| **CONFIDENTIAL** |
| PART 1 - PERSONAL INFORMATION |
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| --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | | | |
| **Applicant No** | **Date Received** | **Refs received** | | **Certificates checked** | **DBS check** | **Safeguarding**  **documents** |
|  |  | 1st | 2nd |  |  |  |
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| **Please complete this form fully using black ink or type** |

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| Post Applied for: |  |

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| Section 1.1 Personal Details |

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| --- | --- | --- | --- |
| **Title:** |  | **Date of Birth** *(dd/mm/yy):* |  |

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| --- | --- | --- | --- |
| Last Name: |  | **First Names:** |  |

|  |  |
| --- | --- |
| **Previous Names:**  *(if applicable)* |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
| **Town/City:** |  |

|  |  |
| --- | --- |
| Postcode: | *Email is our preferred method of communication and candidates will receive all communication via the email address provided. We would advise you to check your emails on a regular basis.* |

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| **Daytime Telephone No:** |  |  |

|  |  |
| --- | --- |
| **Evening Telephone No:** |  |

|  |  |
| --- | --- |
| **Mobile Telephone N0:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |
| --- | --- |
| **National Insurance N0:** |  |

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| --- | --- | --- | --- | --- |
| **Are you entitled to work in the UK?** | Yes |  | No |  |

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| Section 1.2 References  **For posts which have substantial access to children, the school reserves the right to approach any previous employer.** |

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| --- | --- | --- |
| **First Reference (Employer)**  **For teaching posts this MUST be your Headteacher** |  | **Second Reference** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position  (job title): |  | **Position**  **(job title):** |  |

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| Address: |  | | **Address:** |  | |
|  |  | |  |  | |
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|  |  | |  |  | |
|  | **Postcode:** |  |  | **Postcode:** |  |

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| --- | --- | --- | --- |
| Telephone No: |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail address: |  | **E-mail address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Reference Type**  *(tick as appropriate)* | *Employer* |  | **Reference Type**  *(tick as appropriate)* | *Employer* |  |
| *Academic* |  | *Academic* |  |
| *Personal/Character* |  | *Personal/Character* |  |

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| Section 1.3 Criminal Convictions |

***Section G – Rehabilitation of Offenders Act 1974***

*All posts involving direct contact with vulnerable people are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) 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 Disclosure and Barring Service website or at Unlock –* <http://hub.unlock.org.uk/contact/>*.*

*Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.*

|  |  |  |  |  |  |
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| Section 1.4 Positive about Disabled People | | | | | |
| Brighouse High School is committed to the Two Ticks disability standard. This means that any applicant with a disability who meets the essential criteria for a job vacancy will be guaranteed an interview and considered on their abilities. | | | | | |
| Do you consider yourself to have a disability? | Yes |  | No |  |

If you have answered yes to the above question, please give details of any assistance you may need at interview (e.g. sign language interpreter, wheelchair access)

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| Section 1.5 Additional Information |

Are you related to a Governor, Senior Manager of the school at which you are applying for employment?

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| --- | --- | --- | --- |
| Yes |  | No |  |

*If YES please give name, position and relationship:*

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|  |

I understand that canvassing, directly or indirectly in connection with this appointment or knowingly failing to disclose a relationship will disqualify me.

|  |  |
| --- | --- |
| **DCSF Teacher Reference Number** |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you hold Qualified Teacher Status? | | | Yes |  | | | | | No |  |
| Are you registered with the General Teaching Council? | | | Yes |  | | | | | No |  |
| Do you currently work for Brighouse High School | | | | | | | | | | | | |
| Yes (Internal Applicant) |  | No (External Applicant) | | | |  | |
| ---------  Advertising Media Please state where you saw this post advertised | | | | | | | | | | | | | |
| Brighouse High School Website |  | Council Job Sheet | | |  | |  | | | | |  | |
| Job Centre |  | Local Press (Halifax Courier) | | |  | |  | | | | |  | |
| LG Jobs |  | National Press | | |  | |  | | | | |  | |
| Professional Journal |  | Other - *please state* | | | | | | | | | | | |

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| Section 1.6 Declaration |
| **In submitting this application (whether signed or not) I declare that I am the person referred to on the form, I can confirm that the information I have provided in Part 1, 2 and 3 of this application is true, complete and correct.**  **I understand that if I provide incorrect information or a false statement this will lead to the withdrawal of any job offer, or if I am given the job this will result in disciplinary action which is likely to result in my dismissal from employment.**  **I authorise Brighouse High School to contact any current or former employers at the appropriate stage to confirm the details provided.**  **I understand canvassing (seeking support from) any Governor or Senior Manager of Brighouse High School in connection with this appointment or knowingly not disclosing such a relationship will disqualify me.**  **In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.**  **I agree to the information contained in this application being processed under the Data Protection Act 1998, for the purposes of recruitment monitoring and in relation to forming any contract of employment.**   |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |

**Privacy Notice**

Brighouse High School is registered with the Information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The school takes its responsibilities under the Act very seriously.

(please see the school website for the full privacy policy for applicants http://www.brighouse.calderdale.sch.uk/About-Us/Statutory-Information/Policies)

The information provided by you is collected for the purposes of processing your application for employment in the school. We need to collect this information in order to assess your application against the Role Profile for the job. Application forms are used to determine who to interview for any advertised position. If you are successful in your application and are subsequently offered a position in the school, the data collected will be used to carry out pre-employment checks and ensure your suitability for the position. The data will then be transferred to your personnel file. Data is also processed in order to be compliant with the production of the Annual Equality Duty Report.

Completion of this form/sharing your information with us constitutes explicit consent from you for us to process your data for this purpose. You may withdraw consent at any time by writing to [kath.jackson@brighouse.calderdale.sch.uk](mailto:kath.jackson@brighouse.calderdale.sch.uk) In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The school’s Data Protection Officer is Debbie Pettiford and can be contacted at the DP Advice Service Ltd info@thedpadviceservice.co.uk.

This information will be kept for a period of six months for unsuccessful applicants. For successful applicants, the information will be transferred to your personnel file and will be kept for a maximum of the individuals employment with us plus six years or as per recommended guidelines for roles working with vulnerable groups, length of employment plus 25 years or until such time as the data is reviewed by us or removed at your request.

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| Section 1.7 DBS |
| **If you have signed up to the DBS Update Service, please sign below to give authority for us to check this on-line**   |  |  |  |  | | --- | --- | --- | --- | | Signed: |  | **Date:** |  | |

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| Section 1.8 Address History |
| **If you have lived abroad for 3 months or more in the past 10 years, please provide further details below**   |  |  | | --- | --- | | **Dates** | **Address** | |  |  | |

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| PART 2 APPLICATION FOR EMPLOYMENT |

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| **FOR OFFICE USE ONLY** |

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| **Applicant No** | **Date Received** |
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| Application for the post of: |  |

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| Section 2.1 Current or Most Recent Employment |
| If you are not currently employed, please give details of your most recent employment. If you have just left education or have not been employed before then please leave this section blank. |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade: |  |  | **Salary:** |  |

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| --- | --- |
| Other allowances/benefits: |  |

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| --- | --- |
| Date of Appointment: |  |

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| --- | --- |
| Date employment ended:  (if applicable) |  |

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| --- | --- |
| Notice period (if applicable): |  |

|  |  |
| --- | --- |
| Employer: |  |

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| --- | --- |
| Address: |  |
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|  |  |
| --- | --- |
| Postcode: |  |

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| --- | --- |
| Tel no: |  |

|  |  |
| --- | --- |
| Status:  e.g. Part Time/ Full Time/ Casual/ Temp: |  |
| Responsible to: |  |

|  |  |
| --- | --- |
| Nature of business: |  |

|  |
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| **Brief description of duties:** |
|  | |

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| --- | --- |
| **Reason for leaving**  (if no longer employed)**:** |  |

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| Section 2.2 Previous Employment |
| **Previous Employment** (Please put your most recent employer first). |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **Salary** | **Date From**  **(dd/mm/yy)** | **Date To**  **(dd/mm/yy)** | **Reason for Leaving** |
|  |  |  |  |  |  |

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| **Please give reasons for any gaps between jobs, e.g. unemployment, study, childcare etc. (specify dates and reasons):** |
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| --- | --- | --- | --- | --- |
| If you are successful will this be your only job? | Yes |  | No |  |

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| --- | --- |
| If no, please state the weekly hours and nature of the additional work? |  |

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| Section 2.3 Education and Qualifications |

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| --- | --- | --- |
| **Type e.g. school, college, university, workplace** | **Qualifications gained**  **(state level and grade)** | **Date** |
|  |  |  |
| Section 2.4 Personal Development & Additional Learning | | |

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| --- | --- |
| **Learning & Development Activity/Course Details** | **Date** |
|  |  |

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| Section 2.5 Professional Membership | | | |
| Relevant Institute/Body | Class of Membership e.g. Associate, Member, Student, Fellow etc. | Expiry Date | State if Examination |
|  |  |  |  |

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| Section 2.6 Driving Licence Details |

*Note: This section should only be completed if driving is an essential requirement of the post for which you are applying*

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| --- | --- | --- | --- | --- |
| **Do you hold a full, current driving licence valid in the UK?** | Yes |  | No |  |

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| --- | --- |
| **If YES, state class:** e.g. Full UK Car, HGV, PSV, LGV etc. |  |

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| Section 2.7 Personal Statement |
| **Details of experience, knowledge, skills, abilities and other relevant information – please refer to the person specification/job description for completing this section.** |
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**Returning your application**

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| --- | --- |
| **🖃 By Hand or Post:**  **The Headteacher**  **Brighouse High School**  **Finkil Street**  **BRIGHOUSE**  **West Yorkshire**  **HD6 2NY**  **Tel: 01484 710408** | **By E-Mail:**  [**z.jenkinson@brighouse.calderdale.sch.uk**](mailto:z.jenkinson@brighouse.calderdale.sch.uk)  **Tel: 01484 404849** |

**PLEASE COMPLETE THE EQUAL OPPORTUNITIES FORM ON PART 3**

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| PART 3 EQUAL OPPORTUNITIES MONITORING DATA |

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| **FOR OFFICE USE ONLY** | | |
| **Applicant No** | **Date Received** |
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| --- | --- |
| Application for the post of: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which age category do you fall into? | | | | | | | | |
| 16-19 years |  | 20-24 years |  | 25-29 years |  | 30-34 years |  |
| 35-39 years |  | 40-44 years |  | 45-49 years |  | 50-54 years |  |
| 55-59 years |  | 60+ years |  | Rather not state |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What is your Ethnic Origin? | | | | | |
| Please choose ONE section from 1 to 6, then tick the appropriate box to indicate your cultural background. | | | | | |
| 1. White |  | 2. Mixed |  | **3. Asian or Asian British** | |
| 1. White British |  | 1. Mixed White & Black Caribbean |  | 1. Asian Indian |  |
| 1. White Irish |  | (b) Mixed White & Black African |  | (b) Asian Pakistani |  |
| 1. White Other |  | (c) Mixed White & Asian |  | (c) Asian Bangladeshi |  |
|  |  | (d) Mixed Other |  | (d) Asian Other |  |
| 4. Black or Black British |  | 5. Chinese or Other |  | **6. Undefined** | |
| 1. Black Caribbean |  | 1. Chinese |  | 1. Rather not state |  |
| 1. Black African |  | (b) Other |  |  |  |
| 1. Black Other |  |  |  |  |  |
| **Gender** | | | | | |
| Male |  | Female |  | Rather not state |  |

*For the purpose of this question, transgender is defined as an individual who lives, or wants to live, in the gender opposite to the one that they were assigned at birth.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is your gender identity the same as the gender you were assigned at birth? | Yes |  | No |  |
| Do you live and work full time in the gender role opposite to that assigned at birth? | Yes |  | No |  |

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| Disability |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes |  | No |  |

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| Sexual Orientation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Heterosexual |  | Bisexual |  |  |
| Gay man |  | Rather not state |  |  |
| Gay woman or lesbian |  |  |  |  |

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| --- |
| Religious Belief/Faith |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Christian Denominations |  | Jewish |  |  |
| Buddhist |  | Other |  |  |
| Hindu |  | No Religion |  |  |
| Muslim |  | Rather not state |  |  |
| Sikh |  |  |  |  |