THE BROOKSBANK SCHOOL SPORTS COLLEGE

APPLICATION FOR EMPLOYMENT – TEACHING STAFF

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| PART 1- PERSONAL INFORMATION |
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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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| Personal Details |

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

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| Last Name: |  | **First**  **name** |  |

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

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

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| Postcode: |  |

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| **Daytime Telephone No:** |  |

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| **Evening Telephone No:** |  |

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| **Mobile Telephone N0:** |  |

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

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| **National Insurance N0:** |  |

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| **DfE Teacher reference number** |  |

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| Do you hold Qualified Teacher Status 11-18? | Yes | 🞏 | No | 🞏 |
| **Are you entitled to work in the UK?**  (please tick) | Yes | 🞏 | No | 🞏 |

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| PART 2 APPLICATION FOR EMPLOYMENT |

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| Current or Most Recent Employment |
| If you are in teacher training give details of your current placement |

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| Job Title: |  |

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| Salary including grade and point  (including date UPS awarded if applicable) | | |  |
| TLR allowance or other honorarium | | |  |
| Date of Appointment: | | |  |
| Date employment ended:  (if applicable) | | |  |
| Notice period (if applicable): | | |  |
| Employer: | | |  |
| Type and size of school: | | |  |
| School name and address: | | |  |
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| Postcode: | | |  |
| Tel no: | | |  |
| Status:  e.g. Part Time/ Full Time/ Temporary: | | |  |
| Responsible to: | | |  |
| **Brief description of duties:** | |
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| **Reason for leaving / wanting to leave** |  | | |

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| Previous Employment |
| List your teaching experience and any other employment starting with the most recent |

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| **Name and Address of School including size and type** | **Age range of students** | **Position** | **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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| Education and Qualifications |

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| **Type e.g. school, college, university, workplace** | | | **Qualifications gained**  **(state level and grade)** | | | | | | | | | | **Date** |
|  | | |  | | | | | | | | | |  |
| Personal Development & Additional Learning | | | | | | | | | | | | | |
| **Learning & Development Activity/Course Details** | | | | | | | | | | | | **Date** | |
|  | | | | | | | | | | | |  | |
| Professional Membership | | | | | | | | | | | | | |
| Relevant Institute/Body | | Class of Membership e.g. Associate, Member, Student, Fellow etc. | | | | | | | Expiry Date | | State if Examination | | |
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| Hobbies/interests  Please give details | | | | | | | | | | | | | |
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| Professional Referees – Please give the names and addresses of two people who should not be related to you, from whom professional references may be obtained. One of these must be from your present school/employer | | | | | | | | | | | | | |
| **First Reference** | | | | | | |  | **Second Reference** | | | | | |
| **Name:** | | | | **Name:** | | | | | | | | | |
| Position  **(**job title**):** | | | | **Position**  **(**job title**):** | | | | | | | | | |
| **Address:** | | | | | **Address:** | | | | | | | | |
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|  | | | | |  | | | | | | | | |
|  | **Postcode:** | | | |  | | | | | **Postcode:** | | | |
| **Telephone No:** | | | | **Telephone No:** | | | | | | | | | |
| **E-mail address:** | | | | | | **E-mail address:** | | | | | | | |

**For posts which have substantial access to children or vulnerable adults, the School reserves the right to approach any previous employer.**

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| Criminal Convictions |

Have you ever been convicted or cautioned in relation to a criminal offence, have you been bound-over, or subject to formal warnings or are you at present the subject of any criminal proceedings or police investigation?

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| Yes | 🞏 | No | 🞏 |

***Please specify dates of summons, charges, cautions, reprimands, final warnings or convictions, court, nature of offence and sentence or order imposed.***

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Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post.

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| Disciplinary Proceedings |

Have you ever been the subject of any formal disciplinary proceedings?

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| Yes | 🞏 | No | 🞏 |

***If yes please give details:***

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| Disability Discrimination Act |

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| 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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| Additional Information |

Are you related to any member of staff or a Governor of The Brooksbank School.

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| Yes | 🞏 | No | 🞏 |

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

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

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| Personal Statement/Letter of Application |
| Attached extra sheets if necessary |
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| PART 3 EQUAL OPPORTUNITIES MONITORING DATA | |

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| Application for the post of: |  |

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| Which age category do you fall into? | | | | | | | | |
| 16-25 years | 🞏 | 26-36 years | 🞏 | 37-46 years | 🞏 |  |  |
| 47-55 years | 🞏 | 56+ years | 🞏 | Rather not state | 🞏 |  |  |

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| 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 | 🞏 | Rather not state | 🞏 |
| 1. Black African | 🞏 | (b) Other | 🞏 |  |  |
| 1. Black Other | 🞏 |  |  |  |  |
| **Gender** | | | | | |
| Male | 🞏 | Female | 🞏 | Rather not state | 🞏 |

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| Disability | | | | |
| Do you consider yourself to have a disability? | Yes | 🞏 | No | 🞏 |
| If yes please state details: | | | | |

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| 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 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 understand that when references are taken up they will include questions about health and attendance  I authorise The Brooksbank 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 employee of The Brooksbank 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:** |  | |

**The Brooksbank School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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| ---------  Advertising Media Please state where you saw this post advertised | | | | | |
| TES | 🞏 | TES (on line) | 🞏 | School Web site | 🞏 |
| Council Job sheet | 🞏 | Other - *please state* | 🞏 | | |