

**BACUP AND RAWTENSTALL GRAMMAR SCHOOL**

Dear Applicant

Thank you for the interest you have shown in working for Bacup and Rawtenstall Grammar School. Please note that employment with the school depends on medical assessment and your entitlement to work in the UK.

Please fill in the application form in black ink or type, as we may need to photocopy it.

To keep costs down, we only send out letters to people who we are inviting for interview. So, if you haven’t heard from us within 4 weeks after the closing date for applications, please accept that you have not been short listed and will not be asked for interview.

We do not normally send out letters of acknowledgement when we receive application forms. If you would like an acknowledgement, please send us a stamped addressed envelope with your application.

#### COMPLETING AND SUBMITTING YOUR APPLICATION FORM

* Applications will be accepted only on the attached form and continuation sheets (if needed).
* Before you start to complete the application you should read the Job Description and Person Specification carefully. These detail the knowledge, experience, skills and abilities needed. You should address how you meet these in your letter of application.
* **Applications will only be accepted until the time stated on the closing date as advertised.**
* **By email to:** [**aw@brgs.org.uk**](mailto:aw@brgs.org.uk)
* **By post to:** HR and Payroll Officer, Bacup and Rawtenstall Grammar School, Glen Road, Waterfoot, Rossendale, Lancashire, BB4 7BJ

**BACUP AND RAWTENSTALL GRAMMAR SCHOOL**

**APPLICATION FORM**

**Please save this form to your computer. When you've filled it in, email it back as an attachment to** [**aw@brgs.org.uk**](mailto:aw@brgs.org.uk)

**Please DO NOT type in the shaded areas.**

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| Application for the post of: |  |

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| **Personal Details** | | | | | | | | | | | | | |
| Surname |  | | | | | | | | | | Mr / Mrs / Ms / other | | |
| Forename(s) |  | | | | | | | | | | | Date of birth |  |
| Address |  | | | | | | | | | | | | |
| Postcode |  | | | | | | | | | | | | |
| Telephone (Home) |  | | | | | | | | | | | | |
| Mobile No. |  | | | | | | | | | | | | |
| Email Address |  | | | | | | | | | | | | |
| Telephone (Work/School/Establishment) |  | | | | | | | | | | | | |
| Teacher Reference Number (TRN) |  | | | | | | | | | | | | |
| National Insurance No. |  |  |  |  |  |  |  |  |  |  | | | |

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| **Employment History** | |
| Present Post  (or last post if applicable) |  |
| Date Appointed/started |  |
| School/Establishment  (name, type and address) |  |
| Single Sex or Mixed |  |
| Age Range |  |
| Number on Roll (Total) |  |
| Spinal Column Point/Group |  |
| Salary |  |
| TLR (if applicable) |  |
| LEA or other Employer  Address  Tel No. |  |
| Area Education Office Address (where applicable)  Tel No. |  |

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| **Education and Qualifications** | | | | |
| **Secondary Education** | | | | |
| Names of Schools/Colleges | From | To | Qualifications obtained  (please indicate Level, Awarding Body, Subject and Grades) | Dates of Award |
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| **Further, Higher and Professional Education** | | | | | |
| Name of Establishment | From | To | FT/PT | Qualifications Obtained  (Please indicate Level, Class, Subject(s) and Grade(s) | Dates of Award |
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| **In-Service Education** (in the last five years appropriate to your application) | | | | | |
| **As a Participant** | | | | | |
| Date of Course | | Length of Course | Details of Course | Qualification Obtained & Date of Award | Course Provider |
| From | To |
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| **As a Contributor** | | | | | |
| Date of Course | | Length of Course | Details of Course | Qualification Obtained & Date of Award | Course Provider |
| From | To |
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| **Additional Teaching Skills and Special Interests** (relevant to this post) |
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| **Teaching Experience** | | | | | | | |
| Employing Authority | Post Held | FT/PT | School / Establishment  include:  Type /  Mixed or Single Sex / No. on Roll | Age Range Taught | Areas of Responsibility | From  dd/mm/yy | To  dd/mm/yy |
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| **Other Employment** | | | | | |
| Employer | Nature of Employment | From | | To | |
| M | Y | M | Y |
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| **References**  Please give the names of two persons who are able to comment on your suitability for this post. One must be your present or last Headteacher or employer. (For Headteacher applications a reference will be followed up from your present local education authority or employer.) BRGS reserves the right to seek any further references they deem appropriate. | |
| Name & Address (in full) |  |
| Position |  |
| In what capacity do they know you? |  |
| Daytime Phone Number |  |
| Email Address |  |
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| Name & Address (in full) |  |
| Position |  |
| In what capacity do they know you? |  |
| Daytime Phone Number |  |
| Email Address |  |

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| **Dismissals** | | | | | | |
| Have you ever been dismissed from any employment? | | | Yes? |  | No? |  |
| If yes on what grounds |  | | | | | |
| Have you ever been the subject of any child protection concern, in your work or personal life, or disciplinary action, including any which is time expired? | | | Yes? |  | No? |  |
| If yes please provide details, including dates | |  | | | | |

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| **Letter of Application** |
| You are asked to submit a supporting statement, describing in some detail your relevant previous experience and achievements and their application to this post. Please include any other information you feel would be helpful (no more than 1200 words 12 point font). |

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| **Declaration** |
| * The information I have given on this form is true and accurate to the best of my knowledge. * I have read or had explained to me and understand all the questions on the form. * I am not subject to any immigration controls or restrictions that prohibit my undertaking work in the UK. * I understand that:   1. 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.   2. Under legislation for the Protection of Children and Vulnerable Adults, if successful, I will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of a criminal record. I understand that a criminal record will not necessarily debar me from employment with Bacup and Rawtenstall Grammar School.   3. In accordance with the Data Protection Act, the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if successful. If I am not appointed to this post, I understand that these details will be kept on file for six months.   4. Providing false information is an offence and could result in my application being rejected or summary dismissal if selected and possible referral to the police. |
| **Signed:** *(If you submit your application by email, you will be asked to sign this declaration if you are invited for interview.)* |
| **Date:** |

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| Please advise where you found this vacancy advert? |  |