Bartley Green School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is committed to equal opportunities in employment and positively welcomes your application.

Successful applicants will be required to undertake an enhanced DBS check. Our Safeguarding and Child Protection Policy can be found on our website; https://www.bartleygreenschool.co.uk/

Electronic versions of this form are available at [www.bartleygreen.org.uk](http://www.bartleygreen.org.uk)

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (N/A). Please complete in black font/ink.**

**It is important that you refer to the Guidance Notes before completing this form.**

**Job Application Form – Teaching Staff**

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| 1. **Vacancy Details This section must be completed** |

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| Position applied for: |  | | |
| Main subject: |  | Subsidiary Subject: |  |
| Other Subject interests:  e.g. Sport, Music, Drama etc. |  | | |
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| 1. **Personal Details** | | | | | | | | | | | | | | | | | | | |
| First name(s): | |  | | | Last name: | | |  | | | | | | | Title: | | |  | |
| Any Previous Name/s: | | | |  | | | | | | | | | | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | | | |
|  | | | | | | | Postcode: | | | | |  | | | | | | | |
| Daytime Tel No: | | |  | | Evening Tel No: | | | | | | |  | | | | | | | |
| Mobile Tel No: | | |  | | Email: | | | |  | | | | | | | | | | |
| Do you have the Right to Work in the UK? | | | | | Yes  No | | | | | | | | | | | | | | |
| Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act. | | | | | | | | | | | | | | | | | | | |
| National Insurance Number, if you have one | | | | |  |  |  | | |  |  | |  |  | |  |  | |
| Current driving licence (if this is a requirement of this post): Yes  No  If Yes, type of licence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher Reference Number (TRN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you have QTS, including skills test if qualified post 2004? Yes  No | | | | | | | | | | | | | | | | | | | | |

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| 1. **General Information** | | | | | | | | |
| Are you related to or do you have a close relationship with an employee or governor of Bartley Green School? | | | | | Yes |  | No |  |
| If yes, please tick as applicable and provide details: | | | | | | | | |
| Bartley Green School Governor  Bartley Green School Employee | | | | | | | | |
| Name: |  | | Position: |  | | | | |
| Relationship: | |  | | | | | | |

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| 1. **Retirement and Dismissal** | | |
| Are you in receipt of a Teachers’ Pension? Yes  No | | |
| If yes, from what date did it take effect and what type  of pension are you receiving? i.e. Actuarially Reduced  Benefits, Age, Phased, Premature Retirement, Ill Health |  | |
|  | |
|  | |
| Have you ever been dismissed from a school for misconduct? | | Yes  No |
| Please attach full details of the reason for the dismissal in a sealed envelope marked ‘Private and Confidential’ and return with your application. | | |
| Please be assured that providing this information will not necessarily bar you from employment. | | |

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| 1. **Statutory Induction** |

Did you gain QTS after May 1999? Yes  No

If yes, where did you serve your induction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Between what dates did you serve your induction? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you pass the induction? Yes  No

Do you have any period left to serve on your induction? Yes  No

If yes, how much longer have you got to serve? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If not complete, please attach copies of your induction reports for the period served.**

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| 1. **Education/Qualifications in Further/Higher Education (Most recent first)** | | | | | | | |
| **From** | | **To** | | **Cert, Diploma, Degree, Higher Degree, etc** | **Awarding Body** | **Class/Div Obtained** | **Date Gained/ Expected** |
| **Mth** | **Yr** | **Mth** | **Yr** |
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| 1. **Education/Qualifications in Secondary (Most recent first)** | | | | | | | | | |
| **From** | | **To** | | **Name of School/College** | **Subjects** | **Type of Exam** | **Awarding Body** | **Grade** | **Date Gained** |
| **Mth** | **Yr** | **Mth** | **Yr** |
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| 1. **Experience – Previous Career and Other** | | | | | | | | | |
| Please complete the following, in full chronological order and include all employment including non-teaching. For safeguarding purposes, it is essential that you also include any breaks in employment history together with the reason for the break. Failure to include all details may result in your form being rejected. Any employment with Teacher Supply Agencies must show the Agency as the employer and not the school where the work was carried out. This information may form part of your salary assessment, so please complete the following accurately and include all experience since the age of 18, including any part time or voluntary work. Failure to provide the correct and accurate information may result in an incorrect salary assessment. **If you have passed threshold and are successful in your application, you will need to supply a copy of your letter of confirmation.** | | | | | | | | | |
| From (DD/MM/YYYY) | To  (DD/MM/YYYY) | Employer’s Name | Employer’s Address | Position Held | Salary of current or most recent teaching position | F/t  P/t | Prop. of Hrs | Responsibilities (Please indicate type and size of school, subjects and ages taught) | Reason for Leaving/Reason for break in employment |
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| 1. **In Service Training/Professional Development** (Most recent first) | | | | |
| Date(s) | | Organising Body | Course Title | Length of Course |
| From | To |
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| 1. **Arrangements for Interview** |

If you have a disability, are there any arrangements which we can make Yes  No

for you if you are called for an interview and/or work based exercise?

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| If yes, please specify, e.g. ground floor venue, sign language interpreter, audiotape etc. |  |
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| 1. **References** Please give details of two referees, one of whom must be your current or most recent employer. If this employment has been within a school, this must be the Headteacher, unless there are exceptional circumstances. If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children. Please also include an email address wherever possible. References will not be accepted from relatives or people writing solely in the capacity of friends | | | | | | |
| Name: |  | | | | | |
| Address: |  | | | | | |
|  | | Postcode: | |  | | |
| Tel No: |  | Fax No: |  | | | |
|  |  | Email: |  | | | |
| Job Title: |  | Relationship to you: | | | |  |
| If this referee knows you by another name please give that name: | | | | |  | |
| Name: |  | | | | | |
| Address: |  | | | | | |
|  | | Postcode: | |  | | |
| Tel No: |  | Fax No: |  | | | |
|  |  | Email: |  | | | |
| Job Title: |  | Relationship to you: | | | |  |
| If this referee knows you by another name please give that name: | | | | |  | |
| 1. **Other Information in Support of your Application**   In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient detail of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and the job title. (No more than 3 sides of A4 Paper in total)  **It is important that you refer to the ‘Guidance Notes’ when completing this section.** | | | | | | |
|  | | | | | | |
| |  | | --- | | **13. Data, Disclosure and Confirmation** |   **Data** The information provided will be used to administer the selection process for the post advertised.  For successful candidates the data will form part of the employee record and for unsuccessful candidates will be retained for 6 months in case of any query or complaint relating to the selection process.  You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.  **Disclosure**  Please note that this post involves working with children, as such, it is an offence for an applicant to apply if they are barred from engaging in regular activity with children. Appointments will therefore be subject to a satisfactory Disclosure and Barring Service (DBS) clearance,  Are you on the DBS update service Yes No  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 and criteria on the filtering of cautions and convictions can be found at the Disclosure and Barring Service website – <https://www.gov.uk/governments/collections/dbs-filtering-guidance>  **All shortlisted candidates will be asked to complete a Self-Disclosure of Criminal Convictions prior to interview**  Have you ever been subject to any disciplinary action in your current or previous positions or had any allegations made against you? If you answer yes, this will be discussed further with you should you be selected for interview  Yes No  **Confirmation**  I certify that all of the information given in this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal and possible referral to the police.  If you are making your application in Braille or an audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **Return Address** | | | | | | | | |

Please return to: **recruitment@bartleygreen.org.uk**

Or by post to: Bartley Green School

Adams Hill

Bartley Green

Birmingham

B32 3QJ

Website: [www.bartleygreen.org.uk](http://www.bartleygreen.org.uk)

Telephone: 0121 476 9246

Fax: 0121 478 1585

**Application forms not fully completed may be refused.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_