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| Confidential  Job Application Form  Part 1 | C:\Users\ggibbons.BBCHS.012\Desktop\NEWlogo_BishopsHS_2016.jpg |
| Please complete all sections of the form using black ink or type.  The final 2 pages of this application form (Equal Opportunities Monitoring) will be detached prior to short-listing. This ensures that your application is dealt with objectively. The application form must be fully completed and CVs will not be considered. | |
| Data Protection Act  Information from this form will be processed in accordance with the Data Protection Act 1998. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (eg. bank details, medicals, etc) being held and processed by The Bishops’ Blue Coat Church of England High School in accordance with the Act. | |
| Vacancy Information | |
| Application for the post of | |
| Personal Details | |
| First Names: Known as:  Surname: Preferred Title:  Previous Surname(s):  Address for correspondence:  Post Code:  NI No.: | |
| Telephone Numbers | |
| Home (landline): Mobile:  E-mail address: | |
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Education and Training

Original documentation of qualifications will be required prior to an appointment.

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| a) University, College etc | | | | | |
| Name of Institutions(s) | Degree / Diploma / Course Title | | Dates | | Hons or Pass Grade and  Date of Award |
| b) Secondary Education | | | | | |
| Name of School(s)  (include dates from – to) | | Qualifications gained (give subjects, grades, dates) | | | |
| ‘O’ Levels, GCSE (or equivalent) | | ‘A’ Levels (or equivalent) | |

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| In-Service Education | | | | | | | |
| Please give details of In-Service Education relevant to your application and undertaken in the last three years. | | | | | | | |
| As a Participant | | | | | | | |
| Dates of Course | | Length of  Course | Course Title | | | Qualification obtained and date of Award | Course Provider |
| From | To |  |  | | |  |  |
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| As a Course Leader | | | | | | | |
| Dates of Course | | Length of Course | | Course Title and brief outline of your contribution | | | |
| From | To |  | |
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| Additional Skills and Special Interests  Please list additional skills and special interests relevant to this application.  Current Employment Details | | | | | | | |
| Title of present/most recent post:  Key responsibilities, age range and examination board experience: | | | | | | | |
| Name and address of school/establishment:  Telephone No: | | | | | | | |
| Type of School: Comprehensive/Selective. Mixed/Boys/Girls. State Funded/Independent | | | | | | | |
| Approximate number on roll: | | | | |  | | |
| Date appointed (Permanent/Temporary): | | | | |  | | |
| Full Time/Part Time (please state proportion): | | | | |  | | |
| Salary details (please given details of all allowances) : | | | | | | | |
| Full Employment history: please include P/T and voluntary work as well as full time employment | | | | | | | |

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| (Please enter most recent first) | | | | | |
| Name and address of employer | Title of post/type of experience | Type of School/ Numbers on roll/  Part time or full time | Age range | Dates | |
| From | To |
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| Letter of Application  You are required to submit a letter of application in which you should explain why you are applying for the job and your commitment to developing the Christian character of our school. Please concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. |

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| Relationship to Governors of the School or Employees |
| If you have any personal relationship to a member of the Governing Body, Panel or employee of The Bishops’ Blue Coat Church of England High School, please give their name and relationship. This does not stop a Governor or employee giving a reference. (Any approach to Governors or other employees to influence a selection decision will disqualify you.)  If Governor: Name       Relationship  If Employee:  Name Relationship Work Location Their present job |
| |  |  | | --- | --- | | 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 employer\*. The employing body reserves the right to seek any further references it deems appropriate.  Please let your referees know that you have quoted them as a referee and to expect a request for a reference should you be shortlisted. | | | | | | Present/most recent employer\*  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | Previous employer/other  Name:  Relationship to Applicant:  Address:  Post Code:  Business Phone No:  Home Phone No:  E-mail: | | | If the referee knows you by a different last name please state:  \*If you have not previously been employed, please provide details of another referee. | | | | | Please tick the relevant box if you do not want us to contact your referees without your prior agreement.  My present/most recent employer  My previous employer/other referee | | | | |

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| Confidential  Job Application Form Part 2 | | | BHSlogo1 |
| Equal Opportunities Monitoring | |
| The School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.  The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:  Sex: Male  Female  Prefer not to say  Marital status: Married  Not married  Prefer not to say  Date of birth: Age: | | | |
| Ethnic Origin: How would you describe your ethnic origin? | | | |
| White | English, Scottish, Welsh, Northern Irish | | |
|  | Irish (Republic of) | | |
|  | Any other White background (please state) | | |
| Mixed | White and Black Caribbean | | |
|  | White and Black African | | |
|  | White and Asian | | |
|  | Any other Mixed background (please state) | | |
| Asian or Asian British | Indian | | |
|  | Pakistani | | |
|  | Bangladeshi | | |
|  | Any other Asian background (please state) | | |
| Black or Black British | Caribbean | | |
|  | African | | |
|  | Any other Black background (please state) | | |
| Chinese or other Ethnic group | Chinese | | |
|  | Any Other background (please state) | | |

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| Disability | |
| ticksThe Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled, and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is “People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities”. If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.  Do you consider yourself to have a disability? Yes  No | |
| The Rehabilitation of Offenders Act |
| The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.  The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.  Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.  Do you have any criminal convictions whether spent or unspent? Yes  No  If yes please state:  If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within this School you are convicted of a criminal offence you must inform the School of this.  People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.  Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job. The Disclosure and Barring Service (DBS) Successful applicants will be asked to apply for a Disclosure from The Disclosure and Barring Service (DBS).  A copy of the Disclosure and Barring Service Code of Practice is available on request.  Further information about the Disclosure process can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk) | |

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| I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.  Signed:       Date: |