

Bloxham School



APPLICATION FOR EMPLOYMENT (TEACHING)

POSITION APPLIED FOR:	
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PERSONAL DETAILS Please Type or Print			
Title	Mr/Mrs/Miss/Ms Other	Forenames Preferred Name	
Surname		Previous Surnames	
Current Home Address		Telephone Numbers	
		Home	
		Work	
		Mobile	
Email		May we contact you at work? Yes/No	
National Insurance Number		Do you have a valid driving licence?	
Date of Birth *		Do you require a visa to work in UK? Yes/No	
Nationality		Working visa details if applicable	
Do you have qualified teacher status?		DfE (TPS) Number	
Special equipment or adjustments required			

***Date of birth is required to ensure identification for safeguarding purposes**

EDUCATION AND QUALIFICATIONS

Please include school history from age 11 and A-level / IB or equivalent grades and degree subject and classification in chronological order. You will be required to produce specified original documents and, where appropriate, copies may be made and kept on file.

School/College/University/other	From (mth/yr)	To (mth/yr)	Qualifications gained (with dates and, where relevant, awarding body)

Other Qualifications (eg. First Aid, Sports Coaching, Mini Bus Driving) and details of any professional memberships relevant to this post with dates.

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Continuing Professional Development. Please details any courses you have attended in the last 3 years.

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EMPLOYMENT HISTORY			
Please provide details of all previous employment since leaving school starting with your most recent employment . You should include periods of self-employment, voluntary work and give details of periods when you were not in employment or education (eg looking after children, sabbatical leave, volunteering, gap year etc)			
Most Recent Job Title:			
Most Recent Employer's Name:			
Most Recent Employer's Address:			
Responsibilities			
Date started (mth/yr)		Date started (mth/yr)	
Current salary	£	Reason for leaving	
If appointed, when would you be able to start work at Bloxham School?			
Details of previous employers (most recent first)	From (mth/yr)	To: (mth/yr)	Job title, brief description of duties and reason for leaving

Please continue on a separate sheet if necessary

Do you know anybody who currently works at Bloxham School, including school governors? (If yes please provide details)	
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PERSONAL STATEMENT

Please give below your reasons for applying for this job and tell us in your own words how your experience, skills and knowledge relate to the job description and person specification. You should also give us any other information which you feel would assist us in considering your application. Continue on a separate sheet, if necessary.

REFERENCES

One referee **must** be your current or most recent employer; where this is a school or college, one referee must be the Principal/ Headmaster/Headmistress/Head Teacher.

If you are not currently working with children but have done so in the past, one referee must be the employer by whom you were most recently employed in work with children. Please note that references cannot be accepted from relatives or from referees writing solely in the capacity of friends.

Please note it is our normal practice to seek references after shortlisting and prior to the interview stage.

	Referee 1	Referee 2	Referee 3
Name			
Address			
Telephone			
Email			
Position/How they know you			

Bloxham School may approach any previous employer for the purposes of: establishing whether the applicant has been subject to disciplinary action relating to children; has been subject to child protection concerns, whether or not these resulted in disciplinary action being brought; and verifying qualifications and previous experience.

CRIMINAL RECORDS

If you are successful in your application, you will be required to complete a Disclosure and Barring Service (DBS) Form. An offer of employment is conditional upon the school receiving an Enhanced Disclosure from the DBS which the school considers to be satisfactory. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the school on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared if they are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 (amended in 2013). If you have a criminal record this will not automatically debar you from employment. Each case will be assessed fairly by reference to the school's Guidance on Recruitment and Selection of Staff and Safer Recruitment Policy.

Have you been convicted by the courts of any criminal offence? Yes No

Is there any relevant court action pending against you? Yes No

Have you ever received a caution, reprimand or final warning from the police? Yes No

If 'YES' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your Application Form.

RECRUITMENT AT BLOXHAM SCHOOL

It is the school's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new posts within the school are subject to a probationary period. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of our Child Protection policy and Safe Recruitment policy are available on request or from <http://www.bloxhamschool.com/parents-information/policies-and-reports/>

Please explain any gaps in your post-16 education and employment record fully, as this forms part of our Safeguarding Children procedures.

Should you be shortlisted we will contact referees prior to interview.

If your application is successful, the school will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed within six months.

DECLARATION

- This is a legally binding document: I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I confirm that I am not on either the DBS Children's Barred List, or the DBS Vulnerable Adults Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.
- I confirm that I am not subject to a teaching prohibition order.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
- I consent to Bloxham School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the school making direct contact with the people specified as my referees to verify the reference.

Signature: _____ Date: _____

All shortlisted applicants who apply for employment, by email, will be required to sign and date this form at the interview stage.

Please note: This application form must be fully completed, including the employment history section, and submitted along with any supporting documents. You may include a CV which will outline your skills and experience in more detail, but this cannot be in place of completing this form.