

Bristol Grammar School Application Form

Position applied for:

Section 1 – Personal details

| | | | |
|---|----------------------|----------------------------|----------|
| Title: | Forename: | Middle Name(s): | Surname: |
| Other: | | | |
| Former Name (e.g. Maiden Name): | | Preferred Forename: | |
| Date of Birth: | | National Insurance number: | |
| Address: | Home Telephone no: | | |
| | Work Telephone no: | | |
| | Mobile Telephone no: | | |
| Postcode: | Email address: | | |
| <p>For Teaching Positions Only:</p> <p>Do you have Qualified Teacher status?</p> <p>DFE Teacher Reference Number (if applicable):</p> <p>Year of Qualification:</p> | | | |
| <p>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School?</p> <p>If Yes, please provide details:</p> | | | |
| Current salary / salary on leaving most recent post: | | | |
| Please state when you would be available to take up employment if offered: | | | |

INTERNAL USE ONLY

Name:

Role:

Section 2 – Education

Please list all education from the age of 11 starting with the most recent

| Name of school/college/university | Dates of attendance | Examinations | | |
|-----------------------------------|---------------------|--------------|--------|------|
| | | Subject | Result | Date |
| | From: | | | |
| | To: | | | |
| | From: | | | |
| | To: | | | |
| | From: | | | |
| | To: | | | |
| | From: | | | |
| | To: | | | |

3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Start with the most recent listing all employment since leaving school (continue on a separate sheet if necessary)

| | | |
|-------------------------------------|-------------------|----|
| Job Title: | | |
| Employer Name: Employer Address: | Employment Dates: | |
| | From | To |
| | | |
| Summary of Duties: | | |
| Reason for Leaving: | | |

| | | |
|-------------------------------------|-------------------|----|
| Job Title: | | |
| Employer Name: Employer Address: | Employment Dates: | |
| | From | To |
| | | |
| Summary of Duties: | | |
| Reason for Leaving: | | |

Section 4 – Employment Continued

Job Title:

Employer Name:
Employer Address:

Employment Dates:

From

To

Summary of Duties:

Reason for Leaving:

Job Title:

Employer Name:
Employer Address:

Employment Dates:

From

To

Summary of Duties:

Reason for Leaving:

Job Title:

Employer Name:
Employer Address:

Employment Dates:

From

To

Summary of Duties:

Reason for Leaving:

Section 5 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and candidate specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 6 – Gaps in your employment history

The employment history should cover all dates since leaving school. If there are any gaps (e.g. travel, looking after children, career break etc.) then for each break please give details below.

| | |
|--------|--|
| Dates: | Name and Address of someone who can be contacted for verification: |
|--------|--|

What you were doing:

| | |
|--------|--|
| Dates: | Name and Address of someone who can be contacted for verification: |
|--------|--|

What you were doing:

Section 7 - Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of co-curricular activity

Section 8 – Employment Eligibility

Are you currently eligible for employment in the UK?

If no, please provide details:

Section 9 – Criminal records

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the DBS which the School considers to be satisfactory. If you are successful in your application you will be required to complete an enhanced Disclosure and Barring Service check. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service.

The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be declared when applying.

Guidance and criteria on the filtering of cautions and convictions can be found at:

www.gov.uk/government/publications/dbs-filtering-guidance

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current DBS guidance?

If you have answered yes, please provide details on a separate sheet and send in a sealed envelope marked ‘Private & Confidential’ with your application form.

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview.

| Referee 1 | Referee 2 |
|------------------------------------|------------------------------------|
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| May we contact prior to interview? | May we contact prior to interview? |

Section 11 – Declaration

- 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 the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
- 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 the School making direct contact with the people specified as my referees to verify the reference.
- I understand that any offer of employment made by the school will be conditional on verification of medical fitness.

Signature:

Date:

If you are sending this form to us via email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.

Continuation pages – please state what section you are continuing.

