



BROADLANDS HALL Application Form

Applicants must complete all sections of this form in full. An attached CV is welcome but cannot be used instead of this form. Please complete this form in block capitals.

The completed form should be returned to:
Chris James-Roll, Head Teacher
Broadlands Hall School
Little Wratting
Haverhill
CB9 7UD

Broadlands Hall is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role applied for:	
Date of application:	

For Office use only:

Interview Y/N <i>If no give reasons</i>	
Date of Interview	
Interviewed by	
Interview notes attached Y/N	

1. Personal Details

Title:	Forenames:	Surname:
Preferred Name:		Any former names in full:
Teacher number if applicable:		N.I number:
Email address:		
Current address:		Previous address: <i>If current address less than 5 years</i>
Telephone Number (Home):		Telephone Number (Mobile):
Date of Birth:		Place of Birth:
Do you hold a current and valid full driving licence: Yes / No		

2. Qualifications & Training

Dates	School / College / University attended	Qualifications

Other relevant qualifications or training including memberships of professional bodies, relevant courses attended recently.

3. Previous Employment

Please start with your present post and work backwards including any dates for periods of non-employment as a specific line item and give details. All previous posts must be included. Please continue a separate sheet if necessary.

Dates From: To:	Name & Address of Employer:	Position held:	Salary details:
Brief description of responsibility and duties:			Reason for leaving:
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Brief description of responsibility and duties:			Reason for leaving:

4. Relevant Additional Information

Applicants are advised that short listing will be based solely upon the information submitted on this form. It is, therefore, the responsibility of the applicant to ensure that all relevant information in support of their application is included.

(Please use the space provided for this purpose and continue onto the back of this application form if required)

Relevant additional information:

(please include references to past work history, interests outside of work and any other information which may be valid to your application).

5. Declarations

Entitlement to work in the UK

Are you entitled to work in the UK? Yes No

If **Yes**, are there any conditions attached (e.g. time limits) Yes No

If **Yes**, please give details below:

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To comply with the Immigration, Asylum & Nationality Act 2006 and additional amendments, and UK Border Agency (UKBA) requirements, all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see and take a copy of an appropriate official document as set out in the UKBA guidelines. Do not send anything now, further information will be sent to you should you be invited to interview.

Police and Criminal Record

The job you are applying for has been identified as involving supervising, caring for or otherwise connected with children and/or young people. In view of this, you must declare all criminal convictions, cautions, bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands and warnings even where they are “spent” as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations. You are also required to give details of any cases pending (or where you have been reported for consideration of possible prosecution). An enhanced Disclosure & Barring Service (DBS) certificate with a check of the children’s barred list will also be required.

Details of criminal convictions, cautions and/or bindovers, probation orders, community rehabilitation orders, absolute or conditional discharges, reprimands or warnings, and any cases pending:

Please state ‘None’ if appropriate, or continue on a separate sheet if necessary, clearly marking your National Insurance number and the post you are applying for on each separate sheet.

Have you been convicted of a criminal offence, cautioned or bound over or is a charge pending? Yes No

If **Yes**, give details including the nature of the offence and penalty.

Note: This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’, must be declared. Successful applicants for this post will be required to have Enhanced DBS clearance prior to commencement of employment.

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6. References

Please give the names and contact details of three referees, one of which must be your most recent or current employer and at least two of whom must be able to comment on your professional competence. These references must cover all employment / voluntary work in the past 5-year period. References should be provided by the Head Teacher / Establishment manager. Personal references should only be provided where no alternative employer or educational referee is appropriate. References may not be sought from any member of staff who is involved in the selection procedure.

Name:
Position:
Address:
Telephone Number:
Email:
Relationship to applicant:
School / Organisation name:
<input type="radio"/> Employer <input type="radio"/> Educational <input type="radio"/> Personal

Name:
Position:
Address:
Telephone Number:
Email:
Relationship to applicant:
School / Organisation name:
<input type="radio"/> Employer <input type="radio"/> Educational <input type="radio"/> Personal

Name:
Position:
Address:
Telephone Number:
Email:
Relationship to applicant:
School / Organisation name:
<input type="radio"/> Employer <input type="radio"/> Educational <input type="radio"/> Personal

Name:
Position:
Address:
Telephone Number:
Email:
Relationship to applicant:
School / Organisation name:
<input type="radio"/> Employer <input type="radio"/> Educational <input type="radio"/> Personal

It is normal practise to take up references before interview. Please indicate whether you give your consent for references to be requested before interview, by ticking the appropriate box below.

Reference 1: Yes No

Reference 2: Yes No

Reference 3: Yes No

7. Declaration by Applicant

I consent to the school carrying out checks and using information provided from the checks and this application form when making a decision about my suitability to work with or be in regular contact with children.

I understand that the school will share any information they obtain about me with other organisations where the law requires them to, including where information raises concerns of a child protection nature.

I understand that it is an offence to make a statement which is false or misleading in an application for registration.

I give consent for the school to carry out checks and use the information from the declaration and consent form and third party information prescribed in regulations made under the Safeguarding Vulnerable Groups Act 2006, to make a decision about my suitability.

I consent to the school carrying out on-line status checks using the DBS Update Service as and when required.

To the best of my knowledge, the information I have supplied on this form and any attachments is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to an offer being withdrawn or my dismissal. I consent to the information I have provided being verified, which I understand will involve providing relevant documentation for checking and contacting referees / previous and/or current employers.

Signed: Date:

Details of your application including your personal details will be stored in our archives and database for up to 12 months following completion of this recruitment process (longer for successful applicants).

8. Equal Opportunities

These pages must be detached by the school before considering application against selection criteria.

We are committed to equality of opportunity and require the following questions to be completed by all applicants. If you are uncomfortable answering a question, please tick the 'prefer not to disclose' option.

This information is collected for statistical purposes only and will not be used as part of the selection process.

Ethnic Origin

Please select one description from numbers 1-18 (below) that best fits your ethnic origin. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin in the space provided.

- | | | |
|----------------------------|----------------------------|----------------------------|
| 1. British | 8. Indian | 15. Chinese |
| 2. Irish | 9. Pakistani | 16. Gypsy / Traveller |
| 3. Any other White origin | 10. Bangladeshi | 17. Other – please specify |
| 4. White & Black Caribbean | 11. Any other Asian origin | |
| 5. White & Black African | 12. Caribbean | 18. Prefer not to disclose |
| 6. White & Asian | 13. African | |
| 7. Any other mixed origin | 14. Any other Black origin | |

Your Ethnic Origin Description:

Nationality

Please tell us your nationality

e.g. British Citizen, Portuguese Citizen Prefer not to disclose.....

Religion or Belief

- | | | | |
|----------------|-------------------------|--------------|----------------------------|
| 1. Baha I | 5. Buddhist | 9. Christian | 13. Pagan |
| 2. Hindu | 6. Muslim | 10. Jain | 14. Prefer not to disclose |
| 3. Jewish | 7. Rastafarian | 11. Sikh | 15. Other (please specify) |
| 4. Zoroastrian | 8. No religion / belief | 12. Humanist | |

Your Religion or Belief Description

Gender

Male Female

Sexual Orientation

Please see guidance notes for more information on why we are asking for this information.

- 1. Heterosexual 3. Gay 5. Prefer not to disclose
- 2. Bisexual 4. Lesbian

Your Sexual Orientation Description:

Disability

The Equality Act 2010 defines a person as having a disability if she/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his/her ability to do normal daily activities.

Do you have a disability as defined above? Yes No

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise?

Yes No

If yes, please specify (e.g. ground floor venue, sign language interpreter, audio tape etc.)

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