APPLICATION FOR EMPLOYMENT

| **Name\*** |  |
| --- | --- |
| **Position Applied For\*** |  |
| **How did you hear about the vacancy?** |  |
| **If referred, please list by who?** |  |

By completing and signing this form you agree that the School may process your information in accordance with current data protection legislation for the specific purpose of processing your application.

Further information provided by you in addition to this application will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information.

Bede’s School is committed to the safeguarding of children and child protection screening will apply to this post. Some of the information we request in this form is for this purpose. Please refer to our Child Protection Policy via the policies listed on our website [here](https://www.bedes.org/policies).

By signing and returning this application form, you consent to Bede’s School using and keeping the information provided by you as outlined above; carrying out references, criminal record, social media checks or child protection checks as may be appropriate in the circumstances.

**Decisions to shortlist candidates for interview are based solely on the information provided on this application form, a covering letter and references.** Your application will not proceed without a completed application form. When applying, you should read the job description and person specification thoroughly and ensure all of the points on the person specification are fully addressed.

The completed application form, together with your covering letter, should be returned by email to: [recruitment@bedes.org](mailto:recruitment@bedes.org) or by post to the HR Department, Bede’s Upper Dicker, Hailsham, East Sussex, BN27 3QH. Please note CVs will not be accepted without a completed application form.

*In accordance with the Data Protection Act 2018, the information provided on this form will be used in the recruitment and selection process only, and will be disclosed on a ‘need to know’ basis. It will also form the basis of the confidential personnel record of the successful candidate. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you. Further details can be found in the Privacy Notice for prospective employees which can be found on the School’s website:* [*http://www.bedes.org/privacy.aspx*](http://www.bedes.org/privacy.aspx) *. If you have any questions in relation to how the School is using your data please contact the Data Compliance Manager at:* [*datacompliancemanager@bedes.org*](mailto:datacompliancemanager@bedes.org)

PERSONAL DETAILS

| Title | |  | |
| --- | --- | --- | --- |
| Surname\* | |  | |
| Forenames\* | |  | |
| Preferred Name | |  | |
| Former surname(s) e.g. maiden name or any previous change of name | |  | |
| My pronouns | | For example: She, her, hers / He, him, his / They, them, theirs / Ze, hir, hirs/ Please use my name | |
| Current Address\* | |  | |
| Postcode | |  | |
| How long have you resided here?\* | | Years | Months |
| Phone Numbers | Home |  | |
|  | Work |  | |
|  | Mobile |  | |
| Home email | |  | |
| National Insurance Number | |  | |
| Are you eligible for employment in the UK?\* | | | Yes / No |
| If you are not a UK or Irish national, please give details of your permission to work, specifying the type and length of visa or permit.\* | | |  |
| Are you related to/or do you have a personal relationship with any employee or pupil of Bede’s? | | | Yes / No |
| Have you lived or worked outside of the UK for 3 continuous months or more in the last 10 years? \* Please provide details if yes | | | Yes / No |
| Do you have a current clean driving licence? (only if duties involve driving) | | | Yes / No |
| Do you currently own an Enhanced DBS Certificate which is on the update service? | | |  |
| For residential posts, please state the number of adults and number of children in your household (*Please note that if your application for a residential post is successful, resident adult family members and resident guests will be required to undertake a DBS check*) | | |  |

PREVIOUS ADDRESSES\*

If you have resided at your current address for less than 5 years, please provide your address history here.

| Address |  | |
| --- | --- | --- |
| Postcode |  | |
| Dates of residence | From: DD/MM/YY | To: DD/MM/YY |

| Address |  | |
| --- | --- | --- |
| Postcode |  | |
| Dates of residence | From: DD/MM/YY | To: DD/MM/YY |

| Address |  | |
| --- | --- | --- |
| Postcode |  | |
| Dates of residence | From: DD/MM/YY | To: DD/MM/YY |

| Address |  | |
| --- | --- | --- |
| Postcode |  | |
| Dates of residence | From: DD/MM/YY | To: DD/MM/YY |

EDUCATION

Please start with the most recent first

| **Name of School/ College/ University** | **From MM/YY** | **To MM/YY** | **Qualifications Gained**  **(Subject & Grade)** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

OTHER QUALIFICATIONS, SKILLS & 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.** |
| --- |
|  |

| **Membership of professional institutions relevant to this post** |
| --- |
|  |

TEACHING POSTS

| Teacher Registration Number (if applicable) |  |
| --- | --- |
| Do you have Qualified Teacher Status? | Yes / No / Not applicable |
| Have you successfully completed the statutory teachers’ induction period? | Yes / No / Not applicable |

EMPLOYMENT HISTORY

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet. Please be aware that in addition to your referees and prior to any appointment, any previous employers may be contacted.

# CURRENT EMPLOYER

| **Employer (school/ company)\*** |  | |
| --- | --- | --- |
| **Dates of Employment\*** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties\*** |  | |
| **Reason for leaving\*** |  | |
| **Notice required (or when you could join us)\*** | |  |
| **Current rate of pay** |  | |

# PREVIOUS EMPLOYER(S)

| **Name of employer** |  | |
| --- | --- | --- |
| **Dates of Employment** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties** |  | |
| **Reason for leaving** |  | |
| **Final Salary** |  | |

| **Name of employer** |  | |
| --- | --- | --- |
| **Dates of Employment** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties** |  | |
| **Reason for leaving** |  | |
| **Final Salary** |  | |

| **Name of employer** |  | |
| --- | --- | --- |
| **Dates of Employment** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties** |  | |
| **Reason for leaving** |  | |
| **Final Salary** |  | |

| **Name of employer** |  | |
| --- | --- | --- |
| **Dates of Employment** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties** |  | |
| **Reason for leaving** |  | |
| **Final Salary** |  | |

| **Name of employer** |  | |
| --- | --- | --- |
| **Dates of Employment** | From DD/MM/YY | To DD/MM/YY |
| **Position and main duties** |  | |
| **Reason for leaving** |  | |
| **Final Salary** |  | |

# GAPS IN WORK HISTORY

| **Please give details of any time not already accounted for (including voluntary work, raising family and unemployment) since leaving school.\*** |
| --- |
|  |

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 person 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. Expand the size of this box as necessary.** |
| --- |
|  |

INTERESTS

| **Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of contributing to our extensive co-curricular programme.** |
| --- |
|  |

REFERENCES

Two references are required for external candidates. **One referee must be your current employer** or, if you are not currently working, your last employer. If you are currently not working the second reference should be a character reference from a professional or academic individual who knows you. **If you have had more than one employer, you must provide two employment references.** For students, the character reference should be supported by a reference from your college/University. Internal candidates are required to provide one referee who must be their current manager.

**If you are providing a school reference, please ensure that you provide the Head of the School’s contact details.**

References will not be accepted from relatives or from people writing solely in the capacity of friends. Open references provided by you will also not be accepted.

**It is Bede’s normal policy to take up references prior to interview.**

# REFERENCE 1\*

| **Name** |  |
| --- | --- |
| **Job Title** |  |
| **School/ Company** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Email Address** |  |

# REFERENCE 2\*

| **Name** |  |
| --- | --- |
| **Job Title** |  |
| **School/ Company** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Email Address** |  |

Details of Online Profile

| **Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.**  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named; and * any other publicly available online information about you of which the School should be made aware.   If you are shortlisted for the role, we will carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are **NOT** required to provide account passwords or to grant the School access to private social media accounts.  If you are not shortlisted for the role, online searches will not be carried out on you. | |
| --- | --- |
| Social media platforms on which you have accounts including your account names/handles for all, including any under a nickname or pseudonym |  |
| Any websites you are involved with, in or featured or named on |  |
| Any other publicly available online information about you of which the School should be made aware |  |

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 confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restrict me from teaching or being involved in the management of an independent school
* I understand that providing false information is an offence who 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 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
* I consent to the school conducting a social media check as part of the recruitment and selection process
* I confirm that, to the best of my knowledge I am not disqualified from working in early years’ provision or later years’ provision.
* I confirm that, to the best of my knowledge, I am not living in a household with another person who has been disqualified from caring for children

|  |  |
| --- | --- |
| **Signature** | **Date** |

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration.

DISABILITY

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. Long term in this context means likely to last longer than 12 months or likely to recur.

| Do you consider yourself to have a disability as defined in the Equality Act? | Yes/ No/ Don’t Know/ Prefer Not to Say |
| --- | --- |