



BREDON  
SCHOOL

## APPLICATION FORM

<b>Position applied for:</b>		
<b>Where did you see/hear about the position advertised:</b>		
<b>1. Personal details</b>		
Title:	Forename(s):	Surname:
Preferred name:		Former name/s:
National Insurance Number:		(Please include any other forename(s) or surname(s) you have been known by and the dates these names changed)
Current Address:		How long have you lived at your current address?
Postcode:		From (month/year) _____  If less than 5 years please provide all previous addresses for the past 5 years below. Please continue on a separate sheet if necessary.
Previous address 1:		From (month/year) - To (month/year)
Postcode:		
Previous address 2:		From (month/year) - To (month/year)
Postcode:		
<b>Contact details</b>		
Home telephone:		Work telephone:
Mobile telephone:		
Email:		

Please confirm if we may contact you on your work telephone number: **Yes / No**

**2. General**

Are you currently eligible for employment in the UK?	Yes / No
Do you have Qualified Teacher Status?	Yes / No
DFES Teacher Reference Number (if applicable):	
Please provide full details of membership of any professional bodies	
Please confirm if you know any existing employee, volunteer or Governor of Bredon School? (If yes, please provide details of how you know them)	Yes / No
Do you have a current full UK driving licence?	Yes / No
Do you have any commitments which might limit your working hours?  (If yes, please provide details)	Yes / No

**3. Education History**

Please provide details of **ALL** academic and vocational qualifications including GCSEs. Please note your original certificates will be required for inspection before confirmation of appointment.

School/College/University	Qualifications & Grades	Date
<p><b>Please continue on a separate sheet if necessary giving page number and title heading.</b></p>		

<p><b>4. Current Salary &amp; Notice Period</b></p>
<p>Please give details of your Basic Salary and any additional allowances:</p>
<p>How long is your notice period:</p>

**5. Career History**

Please provide full details of all employment, self-employment and unpaid work you have carried out since leaving Secondary Education.

Please start with your current or most recent employer and in each case state the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training. **There should be NO GAPS in this section.**

Employer  
(including dates)

Job Title & Main Duties

Reason for leaving

Please continue on a separate sheet if necessary giving page number and title heading.

**46. Outside Interests/ Hobbies**

**7. Supporting Statement**

Please set out in detail below a statement in support of your application. Please include any background information which you feel is relevant for the post.

## 8. Referees

Please provide at least two professional referees **whom you have recently approached for permission to provide a reference for you**, and who have knowledge of your work, character and integrity. One referee should be your current or most recent employer. If any previous employment involved working with children please also provide reference details of this employer. In the case of applicants leaving full time education, or not having worked since doing so, the Head of School, College, University etc. should be named as one of the referees. References will not be accepted from relatives or from people writing solely in the capacity of friends.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Tel No.		Tel No.	
Email		Email	
In what capacity do you know the above?		In what capacity do you know the above?	

**If you are invited to interview may we approach your referees without further reference to you?** Yes / No

## 9. Criminal Convictions

As the job for which you are applying may involve substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by Personnel. If you would like to discuss this beforehand, please telephone in confidence to the Head of Personnel for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website

[www.gov.uk/dbs](http://www.gov.uk/dbs)

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

**(please tick as appropriate):**

**I have nothing to declare** ☐

**OR**

**I enclose a confidential statement** ☐

**10. Declaration**

I confirm that the information given on this form including any supporting documentation is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal without notice.

I give my permission for this data to be processed in accordance with The General Data Protection Regulation (GDPR) and the current Data Protection Act.

Signature:

Date:

Please return your completed application form to: Personnel, Bredon School,  
Pull Court, Bushley, Tewkesbury, Gloucestershire, GL20 6AH