**CONFIDENTIAL**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

* Please complete clearly in black ink or typescript. This application form must be completed in full. A CV will not be accepted as a replacement for any part of this form.
* Please return this form to the school, preferably by email (jobs@bostonhighschool.co.uk) or by hard copy to Boston High School, Spilsby Road, Boston PE21 9PF.
* If you have not been invited for an interview within 4 weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

**POST DETAILS**

|  |  |
| --- | --- |
| Post applied for: | At (school): |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY): |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number (preferred): |
|  | Home phone number (alternative): |
|  | Work phone number (alternative): |
| Email: |  |
| If applicable, please give the date when your continuous local government service commenced (month / year): |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School: | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: |
| Period of Notice required: |

**PREVIOUS EMPLOYMENT**

Please include in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Job Title | Dates(month & year) | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please give reasons and duration for any gaps when you have not been in employmentafter the age of 18 years, for example, raising a family, unpaid voluntary work, time travelling

|  |  |
| --- | --- |
| Details | Dates (month & year) |
| From | To |
|  |  |  |

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| **Previous Teaching/Leadership Posts** |
| Please list in chronological order. Be explicit about the type of school or college and the length of time that the post was held. Please give reasons and duration for any gaps when you have not been in employment. |
| Name of Local Authority | Name, contact details and type of School/College and whether single/mixed sex | Approx Number on Roll | Age Range Taught | Post Title, Grade or Scale, Full or Part time | Dates (month and year) | Reason for leaving |
|       |       |       |       |       |       |       |
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**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please include in chronological order. Documentary evidence of relevant qualifications/memberships must be presented at interview. These must be originals. Continue on a separate sheet if necessary and attach it securely to your application form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | Qualification Achieved |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation: |

**REFEREES**

Please note all references will be taken up after shortlisting and before interview. We may request additional references.

You must supply full contact details for a minimum of **two** referees. One referee must be your **current or last employer** however if you have never had an employer, one referee must be a senior staff member from your last place of study. One referee should be able to refer to your most recent work with children. If your current or last employment was within a school, one referee must be **the head teacher**. A referee must not be a relative or partner. If you cannot meet the criteria outlined above, you can supply a character reference from a professional person known to you.

**Referee 1 - Current or Most Recent Employer/ Last placement working with children**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

**Referee 2**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference (Academic/Character/Work): |

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| **PERSONAL STATEMENT** |
| While referring to the Job Description and Person Specification, explain how you would relate your education, training and experiences (including those not related to employment) to the requirements of the post for which you are applying. |
|       |

**RIGHT TO WORK IN THE UK**

All candidates invited for an interview will be required to produce original documentation that proves their right to work in the UK. You will receive further information about acceptable documentation if you are invited to attend an interview.

Do you have the right to work in the UK?

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |  |

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |  |

You must obtain a Statement of Good Conduct (SOGC) from the Embassy of that country.

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff or Governors of the school to which you are applying?

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |  |

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| If yes, please enter the names and positions of all known relations: |

*A candidate who fails to disclose their relationship to a Senior Staff Member or Governor of the school, may have their application rejected. If appointed, they may be subject to disciplinary action or dismissal.*

Do you have any outside private business interests that may conflict with those of the Council's / School’s business?

|  |  |
| --- | --- |
| **Yes** | **No** |
|  |  |  |  |  |  |

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| **Retired Teachers** |
| Under the Teachers Pensions Regulations those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |

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| **GUIDANCE FOR DISABLED CANDIDATES** |
| A disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months, or is likely to last for the rest of a person’s life.It is important for you to tell us whether you require adjustments to any part of the selection procedure including arrangements for interview. If you are offered the job, any adjustments to the working conditions or environment that may be required to enable you to carry out the duties of the job will be considered in consultation with you. |
| Do you consider yourself to have a disability? | Yes [ ]  No [ ]  |
| Do you have any special requirements in relation to your interview arrangements? | Yes [ ]  No [ ]  |
| If ‘Yes please give details:      Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

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| **CRIMINAL CONVICTIONS** |
| Boston High School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Any school vacancy is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. We comply with the Disclosure & Barring Service (DBS) code of practice. When candidates have been shortlisted, they will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children (Appendix 1). As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Submitting an application when you are barred from engaging in regulated activity relevant to children is a criminal offence.Short listed candidates can seek legal advice or contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999 Unlock – <http://hub.unlock.org.uk/contact/>**Declaration**

|  |
| --- |
| The school has a duty to protect funds. If you are appointed, we may match or share the information you provide on this form with organisations that use public funds in order to protect and prevent fraud.By submitting this application, I consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and Data Protection Act 2018 You are required to notify the school of any information that could be considered relevant to your application for the specific post you are applying for or to your general suitability for employment with the school. I declare that the information given on this application form is, to the best of my knowledge, true and accurate. I understand that this information may be stored as part of the monitoring of equal opportunities and as part of the recruitment procedure and I agree to the use of this data as specified. I have read or had explained to me and understand all the questions on this form.I also understand that withholding relevant details or giving false information may result in my application being withdrawn or subsequent discover of information being false may render me liable for dismissal. I will undertake to notify any material changes in the information I have given above to HR personnel at school. I authorise the School to undertake the necessary pre-employment checks and to verify any information givenI understand that satisfactory references, DBS disclosure, medical clearance, verification of my qualifications and evidence of the right to work in the UK are required before any final offer of employment can be made.I understand if I am shortlisted, a self-disclosure criminal record form will be sent, prior to interview.  |
| **Signed** |       | **Date** |       |

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| **RECRUITMENT MONITORING** |
| Boston High School aims to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this form you will help us to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This page will be detached from your application form, stored confidentially and will not be taken into account when making the appointment. |
| Surname:       | Title (Optional):       | First Name(s):       |
| Nationality:       | Date of Birth:       |
| Are you: Male [ ]  Female [ ]  |
| Post Applied For:       | Post Ref No:       |
| Location:       | Full Time/Part Time:       |

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| **What is your ethnic group?** |
| Choose ONE section from A to F, then tick the appropriate box to indicate your cultural background. |
| **a) White** | **d) Black, Black British** |
| [ ]  | British | [ ]  | Caribbean |
| [ ]  | Irish | [ ]  | African |
| [ ]  | Any other White background, please write in      | [ ]  | Any other Black background, please write in      |
| **b) Mixed** | **e) Chinese, Chinese British** |
| [ ]  | White and Black Caribbean | [ ]  | Chinese |
| [ ]  | White and Black African | [ ]  | Any other background, please write in      |
| [ ]  | White and Asian |
| [ ]  | Any other Mixed background, please write in      |  |  |
| **c) Asian, Asian British** | **f) Gypsy / Traveller** |
| [ ]  | Indian | [ ]  | Romany Gypsy |
| [ ]  | Pakistani | [ ]  | Irish Traveller |
| [ ]  | Bangladeshi | [ ]  | Any other Traveller background, please write in      |
| [ ]  | Any other Asian background, please write in      |
| [ ]  I prefer not to disclose |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To which age band do you belong? | 16-19 [ ]  | 20-24 [ ]  | 25-29 [ ]  | 30-34 [ ]  | 35-39 [ ]  |
|  | 40-44 [ ]  | 45-49 [ ]  | 50-54 [ ]  | 55-59 [ ]  | 60+ [ ]  |
| [ ]  I prefer not to disclose |

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? | Yes [ ]  No [ ]  I prefer not to disclose[ ]  |

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| --- |
| **Religion / Belief** |
| Christian (all denominations) [ ]  | Buddhist [ ]  | Hindu [ ]  | Jewish [ ]  | Muslim [ ]  | Sikh [ ]  |
| None [ ]  | Other please specify:       |
| [ ]  I prefer not to disclose |