

# Bolton Brow Primary Academy Application Form



|                          |             |
|--------------------------|-------------|
| <b>Post applied for:</b> | HEADTEACHER |
|--------------------------|-------------|

**NB Our preferred method of communication is by email so please ensure that you include not only your own email address but also that of your named referees**

|                            |                         |                      |
|----------------------------|-------------------------|----------------------|
| <i>For office use only</i> |                         |                      |
| <b>Post reference</b>      | <b>Applicant number</b> | <b>Date received</b> |
| Head                       |                         |                      |

## Part A – Candidate Identifiable Information

|  |                 |  |          |
|--|-----------------|--|----------|
| <b>1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)</b> |                 |  |          |
| First names:                                       |                 | Surname:   |          |
| Title:   |                 | Any other names used:<br>(such as maiden name)         |          |
| Current address:                                   |                 |  |          |
| Telephone numbers                                  | Daytime:        |  | Evening: |
| Email address:                                     |                 |  |          |
| Teacher Reference Number:<br>(if applicable)       |                 | Date of qualification as a teacher:<br>(if applicable) |          |
| Are you eligible to work in the United Kingdom?    | <b>YES / NO</b> |  |          |
| Date available to commence employment:             |                 |  |          |

## 2. REFEREES

We reserve the right to approach any previous employer for a reference. In all cases references will be requested from your present (or most recent) employer and it would normally be expected that this reference would (if this is in an educational setting) be from your headteacher.

A character reference will only be acceptable where there is no previous employer from whom a reference can be obtained.

|  |                 |   |                 |
|--|-----------------|---|-----------------|
| Full name and address of your current employer:<br>(or most recent employer) |                 | Full name and address of additional referee:                              |                 |
|  |                 |   |                 |
|  |                 | What is this person's relationship to you?<br>(if other than an employer) |                 |
| Telephone number:  |                 | Telephone number:   |                 |
| Email:   |                 | Email:  |                 |
| May we ask for a reference prior to interview?                               | <b>YES / NO</b> | May we ask for a reference prior to interview?                            | <b>YES / NO</b> |

|   |  |
|---|--|
| Please indicate where you saw this post advertised. |  |
| Calderdale Council website                          |  |
| Government portal                                   |  |
| Other (please specify)                              |  |

|   |
|---|
| <p><b>Data protection/privacy notice</b></p> <p>We require to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts and to comply with legislation in relation to safeguarding.</p> <p>Our legitimate interest in processing personal data during the recruitment process and in keeping records of these activities ensures that we can effectively manage the recruitment of new staff (which involves assessing and confirming a candidate's suitability before committing to a decision to offer employment).</p> <p>We may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.</p> <p>We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.</p> |
|---|

|                            |                         |                                   |
|----------------------------|-------------------------|-----------------------------------|
| <i>For office use only</i> |                         |                                   |
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| Head                       |                         |                                   |

**Part B – Equal Opportunities Monitoring Form**

**3. EQUALITIES POLICY**

We operate a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. To help us do this, we would be grateful if you would complete this short questionnaire. Your answers will be treated in the strictest confidence and will only be used for statistical purposes to monitor the effectiveness of the School's Equal Opportunities Policy.

Thank you for your co-operation and assistance in this matter.

|   |                       |
|---|-----------------------|
| <b>SEX:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> | <b>DATE OF BIRTH:</b> |
|---|-----------------------|

**ETHNIC GROUP**

Please indicate by a tick in the appropriate box what you consider to be your ethnic classification. Ethnic classification relates to descent and not the country of birth, nationality or citizenship. People born in the United Kingdom can belong to any one of these categories.

|                    |                          |                                      |                          |
|--------------------|--------------------------|--------------------------------------|--------------------------|
| 1. Bangladeshi     | <input type="checkbox"/> | 2. Black African                     | <input type="checkbox"/> |
| 3. Black Caribbean | <input type="checkbox"/> | 4. Black other please specify        | <input type="checkbox"/> |
| 5. Chinese         | <input type="checkbox"/> | 6. Indian                            | <input type="checkbox"/> |
| 7. Pakistani       | <input type="checkbox"/> | 8. Unclassified                      | <input type="checkbox"/> |
| 9. White           | <input type="checkbox"/> | 10. Any other group (please specify) | <input type="checkbox"/> |

**DISABILITY**

|  |          |
|--|----------|
| Do you consider yourself to have a disability? | YES / NO |
|--|----------|

|                       |                         |                      |
|-----------------------|-------------------------|----------------------|
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| Head                  |                         |                      |

## Part C – Applicant Declarations

### 4. SAFEGUARDING – REHABILITATION OF OFFENDERS ACT 1974

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School will require an appropriate check from the Disclosure and Barring Service (DBS) to be carried out before an appointment is confirmed.

For those postholders engaged in regulated activity an Enhanced Disclosure with barred list check is required; this will include details of both spent and unspent convictions, as well as cautions, reprimands, final warnings and non-conviction information from local police records if this is thought to be relevant to the position being applied for.

### 5. PROTOCOL ADOPTED BY THE SCHOOL FOR EMPLOYING PEOPLE WITH A CRIMINAL RECORD

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions in a fair manner. The school undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, applicants for positions within the school will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to an applicant's offence.
3. The school selects candidates for interview based on their skills, qualifications and experience relevant to the position applied for. For those positions within the school where an Enhanced or Standard Disclosure and or Barred List is required, job adverts will contain a statement that the successful applicant will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed.
4. The school will ensure that staff involved in the recruitment process are provided with information and guidance in relation to the employment and fair treatment of ex-offenders and the Rehabilitation of Offenders Act 1974.
5. The school will, on request, provide a copy of the Disclosure and Barring Service Code of Practice to all applicants who apply for a position that requires a DBS check (Disclosure).
6. If the DBS check (*which will only be requested once a conditional offer of employment has been made*) reveals a trace, the school will ensure that an open and measured discussion takes place on the subject of any previous history that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
7. Having a criminal record will not necessarily bar an applicant from working with the school. This will depend on both the nature of the position and the circumstances of the offence.

## 6. CANDIDATE DECLARATION

In submitting this application (whether signed or not) I declare that, as far as I know and believe, all parts of this form and any other supporting documentation that I have provided have been filled in fully and accurately.

I understand that if the information I supply is not accurate or is false, this will be likely to lead to the withdrawal of any offer of employment or (in the event of having been appointed) to disciplinary action which may result in dismissal from employment.

I understand that a DBS check, and any other relevant pre-recruitment checks are likely to be required if you offer me a post.

In accordance with the Immigration, Asylum and Nationality Act 2006 I am entitled to work in the United Kingdom. I shall produce such original documentation as may be requested to evidence my right to work.

I give explicit consent to request, from a named referee, sensitive personal data (such as details of sickness absence or health) where this is necessary to establish that I am able to carry out a function that is intrinsic to the role.

I agree to the information contained in this application being processed under the Data Protection Act 2018, for the purposes of recruitment monitoring and in relation to forming any contract of employment.

**Signature of applicant:**

**Date:**

|                            |                         |                      |
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**Part D – Applicant Employment History and Personal Statement**

**7. EDUCATION AND TRAINING**

**(a) Secondary Education - Qualifications**

| GCE 'O' level/'A' level /GCSEs/<br>Vocational Qualifications / Others | Subject | Grade | Date |
|---|---------|-------|------|
|   |         |       |      |

**(b) Further Education and Higher Education (most recent first)**

| University, college, school etc: | Dates:<br>(from/to) | Course studied:<br>(full or part time) | Qualifications achieved:<br>(including grades and date) |
|----------------------------------|---------------------|--|---|
|                                  |                     |  |   |
|                                  |                     |  |   |
|                                  |                     |  |   |
|                                  |                     |  |   |

**(c) Recent professional development: include here any relevant training, professional study, educational working parties, research, professional association membership and any other relevant information.**

| Professional development activity (including name of organising body) | Date(s) |
|---|---------|
|   |         |

**8. CURRENT OR MOST RECENT EMPLOYMENT**

|            |  |                       |
|------------|--|-----------------------|
| Job title: |  | Full time / Part-time |
|------------|--|-----------------------|

|                               |  |  |
|-------------------------------|--|--|
| Name and address of employer: |  |  |
|-------------------------------|--|--|

|                      |  |  |
|----------------------|--|--|
| Date commenced post: |  |  |
|----------------------|--|--|

|   |  |  |
|---|--|--|
| Date employment ceased (if applicable): |  |  |
|---|--|--|

|   |  |  |
|---|--|--|
| Reason for leaving (or contemplating leaving) employment: |  |  |
|---|--|--|

Please give (below) a **brief description** of your main duties and responsibilities:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

|                |  |  |
|----------------|--|--|
| Annual salary: |  |  |
|----------------|--|--|

|   |  |  |
|---|--|--|
| Point on scale/pay range (if applicable): |  |  |
|---|--|--|

|                                |  |  |
|--------------------------------|--|--|
| Responsibility allowances etc: |  |  |
|--------------------------------|--|--|

## 9. EMPLOYMENT HISTORY

Please provide details of your complete employment history, **starting with your most recent job**.

If you have had any breaks in employment (for example periods of unemployment, study, raising a family or temporary, voluntary or community work) please give full details of these periods.

Continue on a separate sheet if necessary.

| Name and address of employer: | Job title and brief duties:<br>(indicating full or part time) –<br>if related to education please<br>include pupil age ranges etc | Period |     | Annual Salary<br>(grade/scale<br>point) and any<br>allowances: | Reason for<br>leaving: |
|-------------------------------|---|--------|-----|--|------------------------|
|                               |   | From:  | To: |  |                        |
|                               |   |        |     |  |                        |

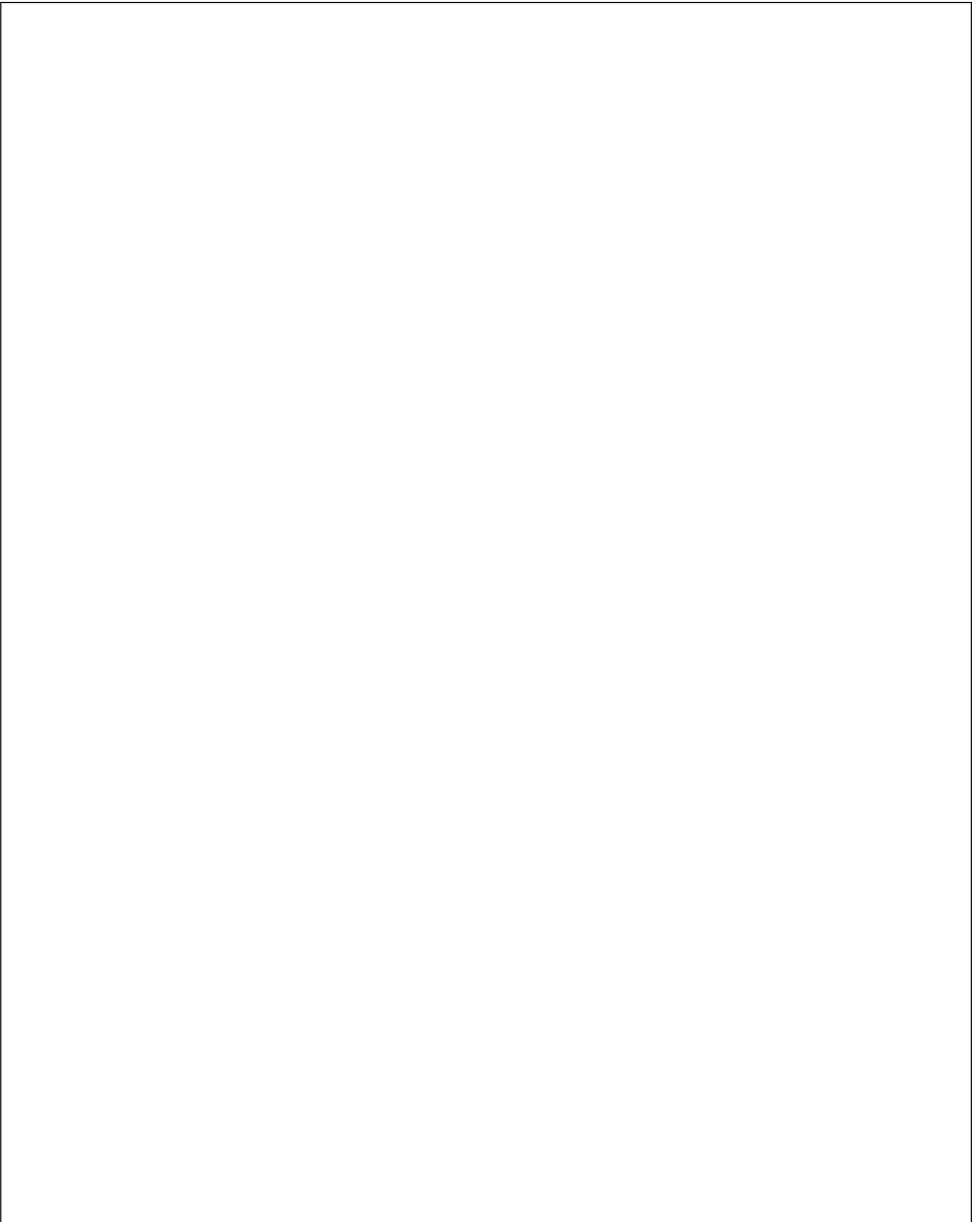
## 10. OTHER EXPERIENCE INCLUDING VOLUNTARY, WORK EXPERIENCE ETC

| Name and address of employer,<br>organisation etc: | Job title and brief duties: | Period |     | Annual<br>salary: | Reason for<br>leaving: |
|--|-----------------------------|--------|-----|-------------------|------------------------|
|  |                             | From:  | To: |                   |                        |
|  |                             |        |     |                   |                        |

## 11. PERSONAL STATEMENT IN SUPPORT OF APPLICATION

Please use this space to support your application.

Your personal statement should be no longer than **2 sides of A4 with a minimum font of Arial 11** (or equivalent size) and should address each of the selection criteria detailed in the person specification by **giving clear and concise examples of your relevant experience, skills and knowledge.**



## Submitting your application

Your completed application form should be sent in WORD and **emailed** to: [admin@togetherlearningtrust.co.uk](mailto:admin@togetherlearningtrust.co.uk) on or before the **closing date** which is **Friday 5 February 2021 at 12 noon**.

**All applications will be acknowledged by email.**

### Shortlisting

Shortlisted candidates will be contacted shortly after the closing date.

### Interviews

It is anticipated that interviews will take place on **Thursday 25 February and Friday 26 February 2021**

If you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has been unsuccessful.