**BRAMBLETYE SCHOOL EMPLOYMENT APPLICATION FORM**

|  |  |
| --- | --- |
| Position applied for: |  |

**1. Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forenames: |  |
| Preferred name: |  |
| Former surname(s)(including 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: |
| Home telephone number: |  |
| Mobile number: |  |
| Personal email address: |  |
| National insurance number: |  |
| Are you eligible for employment in the UK? | Yes / No |
| If you are not a UK or Irish national, please provide details of your permission to work, including details of visa or permit: |  |
| Have you lived or worked outside of the UK for 3 continuous months or more in the last 10 years? If yes, please provide details: |  |
| For positions that involve driving – do you have a current clean driving licence? |  |
| For residential posts, please state the number of adults and number of children in your household (Please note that if your application is successful, resident adult family members will be required to undertake a DBS check): |  |
| As part of our checking process, we carry out online checks for shortlisted applicants, if you have a LinkedIn profile, please provide the link: |  |

Previous Addresses

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

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

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

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

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| --- |
| If there is insufficient space, please continue on a separate sheet |

**2. Education**

Please start with the most recent first:

|  |  |  |
| --- | --- | --- |
| Name of School/College/University | Dates Attended | Qualifications Gained (Subject and Grade) |
|  |  |  |
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| If there is insufficient space, please either continue to add rows or continue on a separate sheet |

**3. Additional Qualifications, Skills, and Training**

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| Please provide details of any additional qualifications, skills, or training (including CPD) that you consider to be relevant to the position for you which you are applying for: |
|  |

**4. Professional Institutions**

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| Please provide details of any professional institutions you are a member of, that are relevant to the position for which you are applying for: |
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**5. For Teaching Posts Only**

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

**6. Employment History**

Current Employer

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

Previous Employer(s)

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

|  |  |
| --- | --- |
| Name of organisation: |  |
| Dates of employment: | From: DD/MM/YY | To: DD/MM/YY |
| Position: |  |
| Main duties: |  |
| Reason for leaving: |  |
| Notice period: |  |
| Salary: |  |

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| If there is insufficient space, please continue on a separate sheet |

**7.** **Gaps in Employment, Further Education and Training History**

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| Please provide details of any time not already accounted for on your application form, including voluntary work, raising a family and any periods of unemployment, since leaving school: |
|  |

**8. Supporting Statement**

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| Please provide your reasons for applying for this position and say why you believe you are suitable. Please refer to the Job Description and Person Specification when completing this section: |
|  |

**9. Interests**

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| Please provide details of your interests, hobbies and/or skills, in particular, any that could be of benefit to your role, and if you are applying for a teaching position, for the purpose of contributing to our extensive co-curricular provision: |
|  |

**10. Current Staff, Volunteers and Governors**

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| --- |
| Please confirm if you know any existing employees, volunteer, or Governor at Brambletye. If no, please put N/A in the box below. If yes, please provide full details of who you know and how you know them: |
|  |

**11. Referees**

* Please provide the details of at least two referees.
* Referee 1 should be your current or most recent employer if you are currently not working and needs to be completed by a senior person with appropriate authority.
* If the referee is school or college-based, please ensure that the Head/Principal’s contact details are provided.
* Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed by to work with children.
* Open references e.g., to whom it may concern, and references from relatives or those writing solely in the capacity of friends, will not be accepted.
* It is Brambletye School’s normal policy to take up references prior to interview.

Referee 1 (Current or Most Recent Employer)

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| School/Organisation |  |
| Address: |  |
| Contact telephone number: |  |
| Contact email address: |  |
| Relationship to you: |  |

Referee 2

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| School/Organisation: |  |
| Address: |  |
| Contact telephone number: |  |
| Contact email address: |  |
| Relationship to you: |  |

Referee 3

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| School/Organisation: |  |
| Address: |  |
| Contact telephone number: |  |
| Contact email address: |  |
| Relationship to you: |  |

**12. Data Protection**

|  |
| --- |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our Recruitment Privacy Notice and Data Protection Policy.If you succeed in your application, and take up employment with the School, the information will be used in the administration of your employment.We may check the information provided by you on this form with third parties. |

**13. 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 |

**14. Declaration**

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| --- |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body *(e.g., the General Teaching Council for England, or the Teaching Regulation Agency).*I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal. |

|  |  |
| --- | --- |
| Name: |  |
| 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.*

|  |
| --- |
| How did you hear about this vacancy? |
| Brambletye School website |  |
| TES |  |
| LinkedIn |  |
| Facebook |  |
| Indeed |  |
| ISBA |  |
| BSA |  |
| Friday-Ad |  |
| Other – please specify below |
|  |

The completed application form, should be returned to Heather White (HR Manager) via hwhite@brambletye.com or by post:

HR Department

Brambletye School

Lewes Road

East Grinstead

West Sussex

RH19 3PD

Please note that CVs will not be accepted without a completed application form.



[www.brambletye.com](http://www.brambletye.com)

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