

# Application for Employment



Bradford  
Grammar  
School

[bradfordgrammar.com](http://bradfordgrammar.com)



## Position applied for:

Where did you hear about this vacancy?

## Personal Details

Title:	Surname:	Previous surname(s) (if applicable):
Forename(s):		Known as:
Current address:		Home telephone number:  Mobile telephone number:
Post code:	Email address:	
Teacher Reference Number (if applicable):	Do you have the legal right to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are a non EU national, please give details of current work permit/visa:		

## Education History

Please give details of all schools, colleges and Higher Education institutions attended from the age of 11. Dates should be in the form MM/YYYY (*continue on a separate sheet if necessary*)

Dates attended	Name of school/college/university/other institution	Qualifications and grade/level obtained

## Academic Qualifications

Please give details of any qualifications you hold that are relevant to your application

Dates obtained	Qualification and grade/level obtained	Name of Awarding Body

## Professional or Other Relevant Qualifications

Please give details of any professional or other qualifications you hold that are relevant to your application

Dates obtained	Qualification and grade/level obtained	Name of Awarding Body

## Training/INSET Courses

Please detail all training/INSET courses you have attended which you feel are relevant to your application. *Include the date, title of course and any award or qualification gained*

Date of course	Course title	Awards/qualifications gained if applicable	Further details (if necessary)

## ICT Competency

please circle the options that best apply to you

Use of ICT in lessons and/or for administrative tasks

Regularly use ICT in lessons	Occasionally use ICT in lessons	Rarely use ICT in lessons	Never use ICT in lessons
Regularly use ICT for administration	Occasionally use ICT for administration	Rarely use ICT for administration	Never use ICT for administration

## Employment History

Please list all places of employment and post(s) held, starting with your current or most recent employer  
(continue on a separate sheet if necessary)

Dates of employment		Name and Address of Employer	Post held	Reason for leaving
From	To			

If there are any gaps in your employment history, please give additional details

## Availability

Please state your notice period AND when you would be able to start employment if this application is successful

Notice Period:

Earliest Start Date:

## Current Salary

Please give details of your current salary and any benefits

## References

Please supply the names and contact details of two referees who can comment on your suitability for this position. One should be your current or most recent employer. (N.B. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. Referees for qualified Nurses must be professionals. If you are a student, please give an academic referee. References will not be accepted from relatives or persons who only know you as a friend).

The school reserves the right to approach **any** past employer for a reference.

Please tick here if you do not wish us to approach any past employers and wish to discuss this with us prior to references to be taken.

All employment is conditional on the receipt of [references, Barred List and DBS Checks satisfactory to Bradford Grammar School.](#) ~~references satisfactory Barred List and DBS checks to Bradford Grammar School.~~ [It is an offence to apply for a regulated role if you have been barred from engaging in regulated activity relevant to children](#)

Name:

Name:

Position:

Position:

In what capacity do you know the referee?

In what capacity do you know the referee?

Name of organisation:

Name of organisation:

Address:

Address:

Telephone no.

Telephone no.

Email address:

Email address:

Please note that we will contact the above referees if you are short listed for the position and seek references before interview.

Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the HR Manager on 01274 553718 to discuss these issues.

## Personal Statement



Please detail here your specific reasons for this application, your main achievements to date and demonstrating using examples, your suitability for the position.

## **Declarations of Interest**

Please state the name(s) of any family member or close relationship to existing employees and/or Governors:

## Personal Declaration

(Please read carefully before submitting this application form)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered including after employment has commenced.
2. Should I be successful in this application, I understand the School will apply to the Disclosure & Barring Service for an enhanced disclosure. I also agree that the School may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the School, any offer of employment may be withdrawn, or my employment terminated.
3. I confirm that I have read the School's Staff Privacy Notice and that I understand how my personal information will be processed. Specifically, 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. 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.
4. By signing this form you are consenting to the processing of sensitive personal data contained within it. If you wish to object to this please contact [dataprotection@bradfordgrammar.com](mailto:dataprotection@bradfordgrammar.com)

**I declare that the statements I have made on this form are to the best of my knowledge true and complete.**

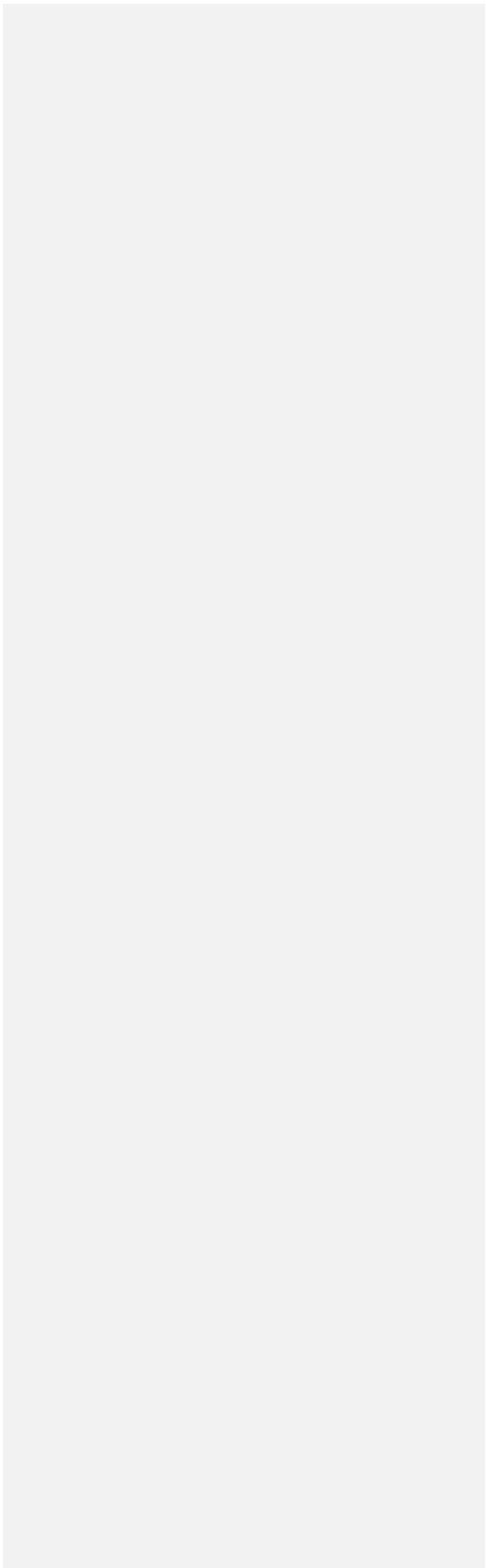
Signed: ..... Date: .....

All roles within the school carry the responsibility for safeguarding and promoting the welfare of children.

**Complete every question, do not leave blanks, state 'not applicable' where necessary.**

If you are unsuccessful for this role the School may wish to retain your details on file for twelve months should another suitable vacancy arise.

Please tick here if you do not wish your details to be retained



## Proof of Eligibility to Work in the UK

If you do not currently have the right to work in the UK, this will not preclude you from consideration for employment with the School, however in line with Section 8 of the Asylum and Immigration Act, 1996, we have to ensure that only those people entitled to live and work in the UK are offered employment.

If you are not able to provide the necessary documentation before commencement of employment we will not be able to employ you.

We need to see the original documents at final interview stage. We will copy them and return the originals to you.

Listed below are details of the different documents/combinations we can accept as proof of your eligibility to work in the UK. If you have any queries please do not hesitate to contact the HR Manager [Ddepartment](mailto:hr@school.com) on 01274 55371718.

You must provide original documents from either List A or List B

### LIST A acceptable documents to establish a continuous statutory excuse

One of the documents listed below (**original document only**) should be brought to the final interview if you are shortlisted to attend:

- A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK. A passport showing that you are a British citizen, or have the right to live in the United Kingdom
- A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland. A document showing that you are a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely. A residence permit issued by the Home Office to you provided you are a national from a European Economic Area country or Switzerland.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules. A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK. A passport or other travel document endorsed to show that you can stay in the United

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