

**Application for Employment – Support Staff**



<b>Position applied for</b>	
<b>Please tell us how you heard about this vacancy</b>	

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

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

## 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

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## Availability

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

Notice Period:

## Current Salary

Please give details of your current salary and any benefits

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## 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	Qualifications and grade/level obtained

## Training

Please detail all training 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)

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

**Please tick here if you do not wish us to contact any current or past employers prior to interview**

All employment is conditional on the receipt of references, Barred List and DBS Checks satisfactory 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.

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 Department on 01274 553718.

### Referee 1

**Name**

**Name of Company**

**Position in Company**

**In what capacity do you know the referee?**

**Address**

**Telephone number**

**Email address**

### Referee 2

**Name**

**Name of Company**

**Position in Company**

**In what capacity do you know the referee?**

**Address**

**Telephone number**

**Email address**

## Personal Statement

Please give specific reasons for this application, your main achievements to date and demonstrate, using examples, your suitability for this role.

## Declarations

### Declarations of Interest

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

### Personal Declaration

**(Please read this 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 I provide will be stored and used in a confidential manner to help with the recruitment process. If I succeed in my application and take up employment with the school, the information will be used in the administration of my employment. The School may check the information provided by me on this form with third parties.
4. By signing this form, I am 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))
5. If I am unsuccessful for this role the School may wish to retain my details on file for twelve months should another suitable vacancy arise.  
 (Please tick here if you do not wish your details to be retained.)

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

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