



APPLICATION FORM

Please note that the information requested on this form is the minimum required for us to consider your application. Candidates called for interview may be asked to supply additional information.

Post applied for:

Surname:	Forename: 'Known as':	
Address for correspondence:	Date of Birth:	
	Marital Status:	
	DFE Teachers' Reference Number (if applicable)	National Insurance Number

Contact Details: So that we can get hold of you quickly and reliably, please state, in order of preference, how we can contact you	
Mobile, email, etc.	Details

References: Please give the name, address, telephone number and email address of TWO independent referees from whom we may seek information regarding your suitability for this role. ONE of the referees must be your current or most recent employer, usually this will be your headteacher	
Name:	Name:
Position:	Position:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Relationship to You:	Relationship to You:
Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

Qualifications and Training

Degree-level and Professional (e.g. Teaching) qualification(s)
Please list institution, course title, dates and class of degree obtained

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A-Level and AS-Level (or equivalent qualifications)
For each institution, please list subjects, dates and grade achieved

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GCSE (or equivalent qualifications)
For each institution, please list subjects, dates and grade achieved

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Additional Information (not compulsory)

Please provide details of any skills, knowledge and experience that make you suitable for this role
Do not include any additional sheets

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Data Protection

The personal information supplied by you on this application form will only be used to consider your application for employment with Bourne Grammar School.

If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.

The information you supply on the Equal Opportunities and Monitoring Form will be used for those purposes stated and will only be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.

Criminal Convictions

This appointment is excluded from the non-disclosure provisions under the Rehabilitation of Offenders Act 1974. Applicants must declare any convictions which for other purposes are 'spent' and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by Bourne Grammar School. Any information will be treated confidentially.

Have you ever been convicted of a criminal offence by a Court of Law? Yes No

If yes, please attach details including the offence and the date.

Are there any special arrangements that we can make for you if you are called for an interview?

Yes No

If yes, please specify (e.g. ground floor venue, sign language, interpreter etc.)

Are you related to or connected with any employee or Governor of Bourne Grammar School?

Please state their name(s) below and the relationship

Yes No

Details:

Declaration

I declare that the information on this application form is full, accurate and complete. I understand that if I provide false information or fail to provide full, accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of offer of appointment, or by my dismissal, without notice, if I have been appointed. I also understand that canvassing an employee of Bourne Grammar School, whether directly or indirectly, will result in this application being disqualified.

Signed:

Date:

Completed application forms should be returned to Mrs Jane Gray, Director of Business & Development
by email to: recruitment@bourne-grammar.lincs.sch.uk or
by post to: Bourne Grammar School, South Road, Bourne, Lincs, PE10 9JE

We are committed to safeguarding and promoting the welfare of children and young people and expect all who work here to share this commitment. The successful applicant will be subject to an enhanced DBS disclosure and satisfactory references.



Equal Opportunities and Monitoring Form

Personal Details

Full Name:

Title:

Gender:

Date of Birth:

Age:

Marital Status:

Please state where you saw this job advertised:

(Optional)

Is your gender identity the same as the gender you were assigned at birth? Yes No

Ethnic Origin

Asian or Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background,

please specify _____

Mixed background

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background,

please specify _____

Other Ethnic Groups

Arab

Gypsy/Romany/Irish Traveller

Any other background,

please specify _____

White

English

Other British

Irish

Any other White background,

please specify _____

Black or Black British

Caribbean

African

Any other Black background,

please specify _____

Religion (Optional)

Buddhist Christian Hindu Jewish Muslim Sikh None Other Prefer not to say

Sexual Orientation (Optional)

Bisexual Gay/Lesbian Heterosexual Other Prefer not to say

Disability

Bourne Grammar School is positive about disability and welcomes applications from disabled people. Please answer the section on disability, which we include to establish: whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (section 60 of the Equality Act 2010 refers). We undertake to interview any applicant who declares a disability detailed on the Application for Employment and who meets the minimum essential criteria for the job.

Do you have any of the following long-standing conditions?

Deafness or severe hearing impairment

Blindness or severe visual impairment

A condition that limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying

A learning difficulty

A long-standing psychological or mental health illness

Other, including long-standing illness

No, I do not have a long-standing condition

Do you have any specific requirements for interview or testing that you wish us to know about? Please give details:

Please return this form with your completed application form