



The Bliss Charity School
Endowed 1674 Northamptonshire

The Green
Nether Heyford
Northampton
NN7 3LE
Tel: 01327 340758
Fax: 01327 342341

Application for the post of:

Personal Details	
Surname:	First Name(s):
Title (Mr. Mrs. Miss, Ms etc)	Preferred Name:
Any former Surnames:	Any former Forenames:
Address:	Telephone Numbers:
	Home:
	Work:
	Mobile:
Postcode:	Email Address:
National Insurance Number:	

Current or Most Recent Employment	
Name of Employer:	
Address:	
Postcode:	Telephone Number:
Position Held:	
Date Appointed to School:	Date Appointed to Position:
Notice Required:	Current Salary:

Please give a brief description of the main duties of this post:

Previous Employment

Starting with your most recent employment (apart from that detailed above), list all paid employment, voluntary work, periods of unemployment and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university. **You must provide explanations for any gaps or periods not in employment; training or education since leaving secondary education.**

Employer	Position held and brief description of responsibilities	From Month/Year	To Month/Year	Reason for Leaving

We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.

Education and Qualifications

Please give details of your education and any qualifications obtained with the most recent first. This should include any qualification which you are currently studying for. You will be required to produce original documents, a certified copy, or a letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Institute/University/Collage/Secondary School	Qualifications and Grades Achieved	Date Awarded

Professional Memberships

Please include memberships of any professional bodies. You will be required to produce evidence of any qualifications and memberships. Please list most recent award first.

Membership of Professional Association and Level: Membership Number:	Dates:

We reserve the right to check QTS and Induction status with the Teaching Agency.

Do you have Qualified Teacher Status (QTS)? Yes No

Date Qualified Teacher Status attained:

If you qualified as a teacher after 7th May 1999, have you successfully completed NQT Induction?

Yes No

Professional Development (In-Service Courses)

You may be required to produce original documents, a certified copy or letter of confirmation from the awarding authority for all your qualifications and accreditations at your interview. Qualifications obtained overseas must be supported by NARIC accreditation.

Title of Training Programme / Course	Date	Awarding Body

Right to Work in the UK

Do you have the legal right to work in the UK? Yes No

If yes, and there are conditions attached, i.e. start and finish dates, please specify:

You will be required to present original and valid evidence of eligibility to work in the UK at your interview.

Additional Information

Disabilities

The Bliss Charity School encourages people with disabilities to apply for employment.

If you have a disability (as defined by the Disability Discrimination Act) and meet the essential criteria for the post you will receive an interview.

Please tick here if you have a disability

You do not have to declare a disability, but can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.

In relation to any disability, would you require special facilities or assistance at interview?

Yes No

If you have answered yes, please give details below:

Relationships

Are you related to or in a close personal relationship with any Employee/Governor?

Yes No

If you have answered yes, please give full details here.

Declaration of Interest / Code of Conduct

Employees must not allow personal and/or private interest to influence their conduct as employees.

In particular, all applications (and existing employees) are required to inform the County Council / Governing Body if they have any other current employment and also if they, their partner or close relatives have an interest in a private enterprise that may represent a conflict of interest. If the County Council / Governing Body considers that there is a conflict of interest (as a result of the information disclosed) you will not be considered for employment. Non-disclosure of a possible conflict of interest could also result in any employment being terminated.

Examples are given in the attached leaflet (see page 3.)

Please details any such information below.

Important: Even if you have nothing to declare, please indicate this by writing 'None' in the space below. *(Should you require more space to write, please continue on a separate sheet of paper)*

Signed

Date

Criminal Convictions

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and subject to an enhanced Disclosure and Barring Service Disclosure in accordance with the requirements of the Disclosure and Barring Service and the Police Act 1997. You must declare all convictions (including convictions with Absolute Discharge), cautions or bind-overs you may have, even if they would otherwise be regarded as 'Spent' under this Act. In the event of employment, failure to disclose a conviction, caution or bind-over could result in dismissal or disciplinary action by the Authority and possible referral to the Police.

Have you ever been convicted of a criminal offence (including Absolute Discharge) or been given a caution; Reprimand; warning or bind-over?

Yes No

If yes, please attach details in a sealed envelope marked confidential with your name and post applied for on the front of the sealed envelope and hand this in with your application form or bring this with you to interview.

Please refer to the guidance notes for further information on this section.

I will provide the information requested on the Disclosure and barring Service application form which is to be sent to me if shortlisted and understand that the provisionally selected candidate for such posts will be required to apply for an enhanced Disclosure and Barring Service Disclosure. Any information received will be reviewed using DBS and Vetting and Barring Guidance in order to establish whether the information is relevant to the responsibilities of the post.

Signed

Date

Supporting Statement

Your application form is the only means we have to judge your capability and potential and the information in it will be assessed against the criteria listed on the person specification to draw up a shortlist for the next stage of selection. No assumptions will be made about your experience.

*Please
leave blank*

Please describe below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification. *(Please continue on a separate sheet if necessary)*

References

References will only be required for candidates shortlisted for interview. Candidates must give names and addresses of two referees (not relatives, friends or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. If the employment was with a school, the reference must be written by the Head Teacher. We reserve the right to ask you for further referees or contact previous employers if necessary.

A Referee Details

Name: _____

Position in organisation:
(if applicable)

Relationship to Applicant:

Address: _____

Postcode: _____

Email: _____

Telephone Number: _____

Name by which you were know (if different to
now) _____

B Referee Details

Name: _____

Position in organisation:
(if applicable)

Relationship to Applicant:

Address: _____

Postcode: _____

Email: _____

Telephone Number: _____

Name by which you were know (if different to
now) _____

Safer Recruitment in Education Guidance advises it is best practice to obtain references for shortlisted candidates prior to interview.

May we contact your present employer if you are shortlisted? Yes No

If you have indicated NO above, please note that satisfactory references will be required if you are the preferred candidate after the interview and before starting employment.

Declaration

I declare that I have read and understood the contents of the attached leaflet 'Applying for a Job'.

I declare that the information I have provided is a complete and true statement.

I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then the County Council / Governing Body shall be entitled to withdraw any offer of appointment or terminate any contract of employment.

I will not approach any Governor / elected Councillor or employee of the County Council in order to advance my appointment, as I understand this will disqualify me from consideration, other than if the advertisement invites me to contact a named individual.

I understand that the information provided on this application form will be used to form the basis of a personnel file and a computerised personnel record should an offer of appointment be made. Further details about data protection will follow with any contract of employment.

Signature:

Date

Print Name: