

**Blossom House School**

**Confidential Job Application Form**

*The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory references, proof of right to work in the UK, DBS checks and other safe-guarding checks where appropriate.*

### *Blossom House School is committed to promoting diversity and equality of opportunity and aims to create a culture and environment in which students and staff are treated fairly irrespective of race, religion or belief, ethnic or national origin, marital/civil partnership status, sex, sexual orientation, gender reassignment, disability, age or parental, pregnancy or maternity status. As part of this commitment, the school undertakes periodic reviews of all policies and procedures to ensure full compliance with the relevant legislation, particularly the provisions of the Equality Act 2010.*

*Your personal information will be stored and processed in accordance with the Data Protection Act 2008.*

*Please complete this form in print or electronically and submit to* [*admin@blossomhouseschool.co.uk*](mailto:admin@blossomhouseschool.co.uk) *or post it to the above address before the closing date. Application forms should be fully completed and submitted on or before the closing date.*

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| **Job Details** | | | |
| Job title: |  | | |
| Closing date: |  | | |
| Website or publication advert was seen: | |  | |
| **Personal Details** | | | |
| Full name: |  | | |
| Previous/other surname: |  | | |
| Preferred title*:(eg: Ms,Mr)* |  | | |
| Home Address: |  | | |
| Telephone/Mobile No. |  | | |
| E-mail address: |  | | |
| National Insurance No. |  | | |
| Qualifications relevant to role: **(*Please note you will be required to bring your qualification certificates if invited to interview)*** |  | | |
| Professional Membership Body and status: |  | | |
| Are you entitled to work in the UK? *(yes/no)* ***You will be asked to provide evidence.*** *Please specify type of right to work in the UK (eg: British, EU, Leave to remain, etc.)* | | |  |
| Do you need a certificate of sponsorship to work in the UK? *(yes/no)* | | |  |
| As per the guidelines for “Keeping Children Safe in Education” an overseas police check will be required prior to employment if candidates have been overseas for a period of 3 or more months in the previous 5 years. Please indicate if you have been overseas for a period of 3 or more months in the previous 5 years. | | | |
| Yes/No | | |  |
| Do you hold Qualified Teacher Status (QTS)? *(yes/no Teaching posts only)* If yes, please give date of award and Teacher Reference No. (TRN) | | |  |
| (For Teaching Posts only) Please give details of special areas of teaching interest: | | |  |
| Do you have HCPC Registration? (for Therapy Posts), If so, please provide details. | | |  |
| Are you related to the Proprietor or any Senior Employee of Blossom House School? (*Yes/No Name of employee and relationship)* | | |  |

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| **Education and Qualifications** | | | | | |
| Please give details of **secondary and further education** including any A levels or equivalent vocational courses | | | | | |
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| Dates (DD/MM/YYYY)  From To | | | College/other institution | | Qualifications obtained & grade/level |
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| Please give details of **higher education and equivalent courses** | | | | | |
| Dates (DD/MM/YYYY)  From To | | | College/other institution | | Qualifications obtained & grade/level |
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| Please give details of any other professional or vocational qualifications you hold that are relevant to your application | | | | | |
| **Dates obtained** | | **Qualifications obtained & grade/level** | | **Name of awarding body** | |
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| **Employment History** | | | | | | |
| Please complete details of your present and previous employment as requested below. Please include any part-time or voluntary employment. | | | | | | |
| **Present employment** | | | | | | |
| **Job title**:  **Current salary**:  **Employed from**: | | | | **Employer**:  **Address**:  **Employed to**: | | |
| Please give a brief description of current duties, responsibilities and achievements | | | | | | |
| **Previous employment** | | | | | | |
| **Dates (mm/yyyy)**  **From To** | | **Name of employer** | **Job title & main responsibilities** | | **Reason for leaving** |  |
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| If there are any gaps in your employment and/or education history please explain them here. |
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| **Supplementary Questions & Declaration** | | |
| The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would otherwise be considered ‘spent’ under the Act.  **Have you ever been convicted of any offence or bound-over or given a caution?** | | |
| Yes/No |  | |
| If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. If applying via e-mail, please contact Human Resources directly.  Please note: If your application is successful you will be required to obtain DBS checks at the appropriate level. | | |
| (For Teaching Posts only) Have you ever had any sanctions and/or warning imposed by the Teaching Agency or by the GTCE when it was the regulatory body for the Teaching Profession? | | |
| Yes/No | |  |
| If so please give details including the date on which any sanctions/warning expires. | |  |
| (For Teaching Posts only) Have you ever had any sanctions and/or warning imposed by the Department for Education? | | |
| Yes/No | |  |
| If so please give details including the date on which any sanctions/warning expires. | |  |
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| **Referees** | | |
| Please supply the names, and contact details of at least **two** referees who can comment on your suitability for this position.  References may be taken up after short-listing, unless otherwise specified.  **References will not be accepted from relatives or persons who only know you as a friend).** Email addresses and contact details for referee should not be personal email addresses or personal home addresses.  **One referee should be your current or most recent employer.**  Note: 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. | | |
|  | Referee 1 | Referee 2 |
| Name: |  |  |
| Job title: |  |  |
| Name of the organization: |  |  |
| Address: |  |  |
| Telephone no: |  |  |
| Mobile no: |  |  |
| E-mail address: |  |  |
| In what capacity do you know the referee? |  |  |
| Please note that, in relation to working with children, we will seek information about 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 Human Resources to discuss. | | |

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| **Personal statement** |
| Using the **job description and person specification, please use examples from your personal and work experience to demonstrate your suitability for the position you are applying for.**  **Please begin by describing your reasons for applying and interest in this position.** |
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| **Please answer the following 3 questions:** |
| Why do you want to leave your current position? |
| If you could change two things about your last job what would they be? |
| What do you think you could contribute to Blossom House? |

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| **Recruitment Activity** |
| If a Recruitment Activity is indicated in the Job Description pack, please include it in this section. |
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| **Declaration – Please read carefully** |
| For the purposes of the Data Protection Act 1998, I consent to the information in this form and any information received by or on behalf of Blossom House School relating to the subject matter of this form being processed by them in administering the recruitment process.  I declare that the information I have given on this form is true, complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future and possible criminal prosecution.  I have not been placed on either the Children’s List or the Adult’s List. I have not been disqualified from working with children, or subject to sanctions imposed by a regulatory body, eg: the DfE, and / or The Teaching Agency. I have no convictions, cautions, warning, prosecutions or bindovers, past, present or pending.  If applicable, I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at the appropriate stage of the recruitment and selection process.  I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure and Barring Service (DBS) clearance and I agree to pre-employment screening relevant to my application.  All candidates applying for employment via email will be required to sign and date this form if invited to attend interview. |

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| Signed: |  |
| Dated: |  |
| Print name: |  |