

Birkenhead School

Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: | Forenames: | | Title: |
| All Previous Names: | | | |
| Address | | | |
| Home telephone:  Home e-mail:  Mobile telephone: | | | |
| Teacher reference number (where applicable) : | | | |
| Present Employer: | | | |
| Post held: | | Date position commenced: | |
| Summary of duties: | | | |
| Current Salary (& Benefits): | | Period of notice required: | |

**BIRKENHEAD SCHOOL**

**APPLICATION FORM**

**Post Applied for ............................................................................................... (Full-time / Part-time)**

**Employment history (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Position | From | To | Reason for leaving |
|  |  |  |  |  |

**Education and qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School/University/Institute | From | To | Qualifications obtained.  *(Include degree class and A level grades where appropriate).* |
|  |  |  |  |

**Referees**

|  |
| --- |
| Names, telephone numbers and e-mail addresses of two referees. One should be your present employer. It is the School’s normal practice to take up references before interview. May we contact these referees prior to interview? **YES or NO** (Please delete as appropriate)  1.  2. |

|  |
| --- |
| **Criminal convictions.** Because this post involves working with children, it is therefore ‘exempt’ from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare:  · All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974  · All spent adult cautions (simple or conditional) or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013 and 2020)  Please ensure you read the Recruitment of Ex-Offenders Statement, and complete and return the **Criminal Record Declaration Form alongside your application form.**  Our Child Protection/Safeguarding policy can be accessed via <https://birkenheadschool.co.uk/About/Information/Policies.aspx> |

As a community, we are committed to safeguarding and promoting the welfare of children. In keeping with recommended Safer Recruitment procedures:

1. The interview process for short-listed candidates will explore suitability to work with children, as well as suitability for the post.
2. We may consider carrying out an **online search** as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened and are **publicly available** online, which the School may want to explore further with candidates.
3. It is the School’s normal practice to take up references before interview.
4. The School may contact any previous employer
5. The School is required to verify the identity of applicants. If you are short-listed for interview please bring with you your passport or driving licence and a recent utility bill or other document addressed to you at your home address. (Original documents only, please).

The successful applicant will be required to undergo “safer recruitment” checks as recommended / required by the document “Keeping Children Safe in Education” – these include, but are not limited to:

1. Providing to the School a ‘disclosure’ through the Disclosure and Barring Service.
2. Completing a health questionnaire and may be required to undergo a medical examination.
3. Providing evidence of relevant qualifications.

Declaration

I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made.

Signed ……………………………………………….

Date ………………………………

|  |
| --- |
| For School Use Only |