

**Application Form**

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| **Post applied for:** |  |

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| **Section 1 – Personal Details** |

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| **First Name(s)** |  |
| **Last Name** |  |
| **Any previous Last Names** |  |

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| **Present Address** |  | | |
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|  |  | **Postcode** |  |

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| **Home Telephone** |  | **Mobile Telephone** |  |
| **Email** |  | | |

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| **Date of Birth** |  | **National Insurance No.** |  |

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| **Do you need permission to work in the UK?** | **Yes** |  | **No** |  |

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| **Where did you see this post advertised?** |  |

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| **For teaching posts only** |

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| **DfES Reference Number** |  | | | | |
| **Date of QTS** |  | | | | |
| **Are you registered with GTC** | | **Yes** |  | **No** |  |

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| **Is your present (or last) school:** | Maintained | Independent | Boarding |

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| **Approximate number of students and age range** |  |

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| **Section 2 – Details of current or last employer** |

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| **Position Held** |  | | |
| **Name of employer** |  | | |
| **Address of employer** |  | | |
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|  |  | **Postcode** |  |

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| **Telephone** |  | **Salary £** |  | **Grade (if applicable)** |  |

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| **Date Appointed** |  | **Period of Notice required** |  |

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| **Main duties of post (briefly outline the main duties of your current or last post)** |
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| **Reason for leaving** |  |

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| **Section 3 – Previous Employment (Please provide details of your previous employment starting with the most recent. Please account for any gaps in your employment history in section 9)** |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Section 3 – Previous Employment (Continued)** |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Position Held** |  | | | |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **Start Date (mm/yy)** |  | **End Date (mm/yy)** | |  |
| **Salary** |  | **Grade (if applicable)** | |  |
| **Reason for leaving** |  | | | |

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| **Section 4 – Present or Last Salary Details**  **Please indicate below your present or last (if now unemployed) gross annual salary and give details of any allowance above the normal salary scale e.g. special responsibility, allowances, Inner London weighting etc.** |

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| **Basic Salary £** |  | **Allowance £** |  |
| **Total Salary** |  |

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| **Section 5 – Education and Qualifications** |

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| **Secondary School (s) (name and town** | **Dates from and to (mm/yy)** | |
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| **University / College(s) attended** | **Dates from and to (mm/yy)** | |
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| **GCSE / O LEVELS** | | | | | |
| **Subject** | **Grade** | **Year** | **Subject** | **Grade** | **Year** |
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| **A LEVELS** | | | | | |
| **Subject** | **Grade** | **Year** | **Subject** | **Grade** | **Year** |
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| **DEGREES(S) / HIGHER / PROFESSIONAL QUALIFICATIONS** | | | |
| **Qualification** | **Subject** | **Class** | **Year** |
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| **Section 6 – Training Courses**  **Please give details of any relevant training courses attended in the last five years.** |
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| **Section 7 – Supporting Statement**  **Please state the personal qualities, skills and experience that make you suitable for this post and how you meet the requirements of the person specification. If you have worked in a school, please describe your contribution to whole-school activities.** |
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| **Section 8 – Interests and Activities** |
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| **Section 9 – Please account for any gaps in employment / education by giving details and dates** |
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| **Section 10 – References – Please note that we will take up references prior to interview.** |

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| **1. Present / Most recent employer** | | | | |
| **Name** |  | | | |
| **Position** |  | **Relationship to you (e.g. Line Manager)** | |  |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **E-mail** |  | | | |
| **Telephone** |  | | | |

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| **2. Other** | | | | |
| **Name** |  | | | |
| **Position** |  | **Relationship to you (e.g. Line Manager)** | |  |
| **Name of employer** |  | | | |
| **Address of employer** |  | | | |
|  |  | | **Postcode** |  |
| **E-mail** |  | | | |
| **Telephone** |  | | | |

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| **Section 11 – Existing Contacts within Bootham School Please indicate if you know any existing employees or governors at Bootham School & if so their relationship to you so they can be excluded from the selection process** |
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| **Section 12 – Data Protection (Please read carefully)** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Privacy Notice for Job Applicants on our website.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| **Section 13 – Declaration (Please read carefully and tick as appropriate below)** | | | |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) All other spent connections and cautions must be disclosed.  Upfront disclosure of a criminal record may not necessarily debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager.  If you would like to discuss this beforehand, please telephone in confidence to the HR Manager for advice.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  **Please select one of the following statements**  **I have nothing to declare**  **I enclose a confidential statement** | | | |
| **I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.** | | | |
| **Signed** |  | **Date** |  |

**The completed form should be returned to** [recruitment@boothamschool.com](mailto:recruitment@boothamschool.com) or Jenny Parkin, HR Manager

Bootham School, York, YO30 7BU. If returning this application form electronically without signing, you are confirming that the information is true and accurate to the best of your knowledge.

Bootham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.