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| **Confidential Job Application Form** |
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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 and the GDPR May 2018.

It is an offence to apply for a role working in regulated activity with children at our School if you are barred from engaging in regulated activity relevant to children (and to adults if applying for a role as a counsellor, therapist or leader of our Post 16 provision).

Before applying for the role please read our Safeguarding and Child Protection, Employment of Ex-Offenders and Privacy Notice for Applicants Policies on our school website <https://www.blossomhouseschool.co.uk/school-policies>

Please complete this form in print or electronically, save it with your name included in the title, and submit it to recruitment@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: |  |

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| **Personal Details** |
| First name(s): |  |
| Middle name: |  |
| Last name: |  |
| Previous/other name(s): |  |
| Preferred name / known as: |  |
| Preferred title: (e.g.: Ms, Mr) |  |
| Home Address: |  |
| Telephone/Mobile No.: |  |
| E-mail Address:  |  |
| National Insurance No. (optional) |  |

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|  **Overseas Police Checks** |
| Please indicate if you have ever lived or worked outside of the UK.As per the guidelines for “Keeping Children Safe in Education”, an overseas police check and any other relevant overseas check will be required prior to employment if candidates have lived or worked outside of the UK.  | YES |  | NO |  |
| Please specify details  |  |

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| **General** |
| Are you related to, or know any member of staff at Blossom House School? If yes, please give details of the name of employee and relationship. | YES |  | NO |  |
| Have you previously applied for any role(s) at Blossom House School? | YES |  | NO |  |
| If yes, please give details of the role(s) and when you applied. |  |
| Salary Expectations in role you have applied for: Please include the **actual monetary amounts or ranges** and not just the pay scale codes, as many schools and workplaces have their own independent scales.  |  |

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| **Professional Registrations (Teachers, Therapists, etc.)** |
| Qualifications relevant to role: **(*Please note you will be required to bring your qualification certificates if invited to interview)*** |  |
| Professional Membership Body and status: |  |
| Do you hold Qualified Teacher Status (QTS)? | YES |  | NO |  |
| 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? | YES |  | NO |  |
| If so, please provide details. |  |

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| **Education and Qualifications (All)** |
| Please give details of **secondary and further education** including any A levels or equivalent vocational courses |
| Dates (DD/MM/YYYY) | College/other institution & address | Qualifications obtained & grade/level |
| From | To |
|  |  |  |  |
| Please give details of **higher education and equivalent courses** |
| Dates (DD/MM/YYYY)  | College/other institution & address | Qualifications obtained & grade/level |
| From | To |
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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** |
| **Current Job title**: **Current salary**: (please include the **actual monetary amounts** and not just the pay scale codes, as many schools and workplaces have their own independent scales)**Employed from**: **Employed to:** **Notice period:**  | **Employer**: **Full Postal Address, including postcode**: |
| Please give a brief description of current duties, responsibilities and achievements. |
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| **Previous employment** |
| Please complete this section starting with the **most recent** and working backwards. |
| **Dates (MM/YYYY)**  | **Name & full address of employer** | **Job title & main responsibilities** | **Reason for leaving** |
| **From** | **To** |
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| **If there are any gaps in your employment and/or education history please explain them here.** |
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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.****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? |
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| If you could change two things about your last job, what would they be? |
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| What do you think you could contribute to Blossom House? |
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| **Compulsory Recruitment Activity** |
| A Compulsory Recruitment Activity is included on the **last page of the online attachment, which includes the job advert/job description**. Please include your response to the Recruitment Activity in this section. If this section is left blank, your application may not progress to the next stage of the recruitment process as the Recruitment Activity forms part of the selection process.  |
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| **Referees** |
| **We will apply for references before any invitation to interview is offered**.* Please supply work-related references covering at least the most recent five years of employment or education.
* The referee must be a senior person with appropriate authority (for example, from a school the referee should be the Head teacher).
* References will not be accepted from relatives or persons who only know you as a friend**.**
* Email addresses and contact details for referees 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, we will need to apply for a reference from the employer where you were most recently employed to work with children.  |
|  | **Referee 1** | **Referee 2** |
| Name of referee: |  |  |
| Job title: |  |  |
| Name of the organization: |  |  |
| Full Postal Address including postcode: |  |  |
| Telephone/ Mobile No.: |  |  |
| E-mail address: |  |  |
| In what capacity do you know the referee? |  |  |
| What were your employment dates? (start and end date of employment) |  |  |
| What was your job title at this place of work? |  |  |
| 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, and reserve the right to contact any of the previous employers you have listed in your employment history. If you have any concerns about this please contact Human Resources to discuss. Please sign below to agree to this.  |
| Signed: |  |
| Dated: |  |
| Print name: |  |

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|  | **Referee 3** | **Referee 4** |
| Name of referee: |  |  |
| Job title: |  |  |
| Name of the organization: |  |  |
| Full Postal Address including postcode: |  |  |
| Telephone/ Mobile No.: |  |  |
| E-mail address: |  |  |
| In what capacity do you know the referee? |  |  |
| What were your employment dates? (start and end date of employment) |  |  |
| What was your job title at this place of work? |  |  |
| 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, and reserve the right to contact any of the previous employers you have listed in your employment history. If you have any concerns about this please contact Human Resources to discuss. Please sign below to agree to this.  |
| Signed: |  |
| Dated: |  |
| Print name: |  |

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| **Declaration – Please read carefully** |
| For the purposes of the Data Protection Act 1998 and GDPR May 2018, 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 downloaded, read, understood and agree to the **Blossom House Applicant’s Privacy Notice** (<https://www.blossomhouseschool.co.uk/school-policies>). I declare that the information I have given on this form is true, complete and accurate and. 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.I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure and Barring Service (DBS) clearance. I have read the Recruitment of Ex-Offenders Policy and understand that Blossom House is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) (Amendment England and Wales Order 2020) and that we have a lawful basis for requesting an Enhanced DBS disclosure certificate for all employees. I also understand that I will be asked to complete a criminal records self-declaration form if shortlisted for interview. 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. |
| Signed: |  |
| Dated: |  |
| Print name: |  |