

Cavendish Road, Bowdon, Altrincham. WA14 2NL

AN EQUAL OPPORTUNITY EMPLOYER

Applications are encouraged from suitably qualified and/or experienced disabled people

APPLICATION FORM

Please type or complete the application form in DARK INK. This form is also available in alternative formats (e.g. large print); please telephone the contact number given on the schools website. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants. WE ARE COMMITTED TO SAFEGUARDING CHILDREN IN OUR CARE. The B.F.E.T. is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974.

Application for the appointment of				
How did you become aware of the post? Monster.co.uk <input type="checkbox"/> Reed.co.uk <input type="checkbox"/> Your Trafford Jobs <input type="checkbox"/> Other <input type="checkbox"/> (please specify)				
Surname (block capitals)		Other names in full		National Insurance Number
Title (Mr, Ms, Mrs, Miss etc):				Age Date of Birth*
Former Name(s) (with dates)				*used for validation purposes only
Address			Registered Disabled Please state your number and date of expiry of registration	
Post Code		Email address:		
Telephone (home):				
Telephone (mobile):				
Educational establishment	Full/part time	From	To	Qualifications gained
Additional qualifications gained (with dates) or being sought				
Current legislation means it is a criminal offence to employ a person who is subject to immigration control unless he or she had documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide this evidence. Do you have an entitlement to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Present appointment			Present salary	
Name and address of present employer			Salary scale (if applicable)	
			Date appointed	
			Notice required to terminate	

Previous employers including, where applicable, service in HM forces. Industrial, Commercial and periods of Unremunerated Activities with dates, after age 18. If a voluntary post, please state reason for leaving. Please ensure that you account for all periods (including any periods of unemployment) since leaving full-time education with no time gaps.	Full/part time	From	To	Titles of appointments held

Do you possess a current driving licence? Yes No

Please give details of your experience and any other information in support of your application, continuing on a separate sheet or document if necessary.

Please give details of two people who are willing to give you a reference. These should be from your most recent employment and your previous employer. **These must be professional references and not personal references from a family member or friend.** Referees will be asked about the applicant's suitability to work with children, child protection concerns and disciplinary offences..

Name:	Organisation:
Job Title:	
Address:	
Telephone Number:	Email address:

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Job Title:	
Address:	
Telephone Number:	Email address:

Canvassing will disqualify

Are you related to any member of the Governing Body or the B.F.E.T. Directors? Yes No
If you have answered yes to the above question please state their name, position and relationship.

Are you related to any member of staff at AGGS? Yes No
If you have answered yes to the above question please state their name, position and relationship

Do you consent to your details being passed on to other BFET schools, should you be unsuccessful?
Yes No

ARRANGEMENTS FOR INTERVIEW

If you are a disabled person, are there any arrangements which we can make for you if you are called for interview and/or work based exercise? Yes No
If YES, please specify, (e.g. sign language interpreter, audio tape, parking arrangements etc)

DISCLOSURE OF CRIMINAL BACKGROUND

This post involves working with children, young people, vulnerable adults or is a position of trust. 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 can be found at the Disclosure and Barring Service website (www.gov.uk/dbs). Please refer to this guidance before completing the questions below. Any failure to disclose the appropriate information could result in dismissal or disciplinary action by the organisation. Please note that a criminal record will not necessarily be a bar to obtaining a position.

Please delete as necessary:-

1) Have you been the subject of disciplinary proceedings during the last 12 months and/or have you been the subject of disciplinary proceedings involving issues related to the safety and welfare of children or young people? Yes No

If yes, please provide details of the allegation(s) and the outcome of the proceedings.

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2) Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction? Yes No

If yes, please give details of the caution(s) or conviction(s) and date(s)

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3) Have you been charged with any offence which has not yet been brought to trial? Yes No

If yes, give details of the charge and the date of the hearing (if known)

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If you are ultimately offered the position we will carry out an independent check through the DBS.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to my dismissal.

Signed Date

DECLARATION

I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts, or provided misleading information which may have a bearing on my application for employment. Please note any person appointed by the School having given false information may be liable to disciplinary proceedings)

Signed

Date

Interview expenses will not be refunded to a candidate who declines a post which has been offered, or withdraws his/her candidature after interview. The approved expenses of the successful candidate will be paid when he/she has taken up his/her duty.

DATA PROTECTION ACT 1998

All information contained in this form will be treated as strictly confidential, when used for recruitment purposes only. However, the School is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 1998, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record.