



# BOURNEMOUTH SCHOOL • EMPLOYMENT APPLICATION FORM

Please complete all sections of this form in black ink or type.

Application for the post of:

### SECTION A: Personal details

First name: ..... Surname: .....

Title (Mr/Mrs/Dr/etc): ..... Previous surname(s): .....

If you prefer to be known by another name, please specify: .....

National Insurance number: .....

### SECTION B: Contact details

Home address: .....

..... Post code: .....

Home telephone: ..... Mobile telephone: .....

Email address: .....

### SECTION C: Disability, accessibility and eligibility

Bournemouth School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment and would like us to make adjustments to assist if you are invited for an interview, please state the arrangements that you require.

.....  
.....  
.....

Do you have the right to work in the UK?  Yes  No

If yes, please state on what basis:  UK citizen  EU settled status  Skilled worker visa  
 Graduate visa  Youth mobility visa  
 Other (please specify): .....

Have you spent time living and/or working outside of the UK?  Yes  No

If yes, please provide details: .....

Please list any personal relationships that exist between you and any members of the Bournemouth School staff or governing body. Please note that any relationship does not necessarily prevent them from acting as referee for you.

Name	Role at Bournemouth School	Nature of your relationship

**SECTION D: Current employment**

Job title: .....

Employer: .....

Employer's address: .....

..... Post code: .....

Date started: .....  Full time  Part time

Current salary: .....  Permanent  Temporary

Description of responsibilities and reason for leaving:.....

.....

.....

**For teaching roles only**

Age range taught: ..... Number on roll: .....

Current pay scale: .....

**SECTION E: Employment history**

Please provide a full history of your employment since leaving school, with most recent first. Any gaps in employment must be detailed in the table below.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

Please provide details of any employment gaps since leaving school, and give reasons for each gap.

Start date	End date	Reason for employment gap

Please use the space below to provide any further employment history or detail.

.....

.....

.....

**SECTION F: Education and training**

Please provide details of your education from secondary school onwards. Evidence of qualifications will be required.

Dates attended	Name of institution	Qualifications gained (including grades)

Please give details of training and/or professional development courses undertaken that are relevant to your application.

Date(s)	Course	Qualification gained

Please use the space below to provide any further educational history or detail.

.....

.....

.....

**For teaching roles only**

Do you hold qualified teacher status (QTS)?  Yes  No

If yes: Teacher reference number (TRN): .....

Date of qualification: .....

Are you subject to a teacher prohibition order, or interim prohibition order, issued by the secretary of state as a result of misconduct:  Yes  No

Are you subject to a General Teaching Council sanction or restriction:  Yes  No

If the answer to either of the above is yes, please provide details:

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.....



## SECTION H: References

Please provide details of two people who are able to comment on your suitability for this post. One must be your current or most recent employer. If you have not previously been employed, please provide details of another suitable referee. Contact details must include official (e.g. not personal) telephone numbers and email addresses.

### First referee

Name: .....

Capacity in which known to you: .....

Address: .....

..... Post code: .....

Telephone number: ..... Email address: .....

Is this your current/most recent employer?  Yes  No

If you do not wish us to contact this referee without your prior agreement, please tick this box:

If this referee knows you by a different name, please specify: .....

### Second referee

Name: .....

Capacity in which known to you: .....

Address: .....

..... Post code: .....

Telephone number: ..... Email address: .....

Is this your current/most recent employer?  Yes  No

If you do not wish us to contact this referee without your prior agreement, please tick this box:

If this referee knows you by a different name, please specify: .....

## SECTION I: Equalities monitoring

How do you describe your ethnic origin?

### White

- British
- Irish
- Gypsy or Irish traveller
- Roma
- Other white background

### Asian or British Asian

- Bangladeshi
- Indian
- Pakistani
- Chinese
- Other Asian background

### Black or Black British

- African
- Caribbean
- Other black background

### Mixed

- White & Asian
- White & Black African
- White & Black Caribbean
- Other mixed background

### Other ethnic groups

- Arab
- Korean
- Other (please specify): .....
- Prefer not to say

What is your gender? ..... What is your sex?  Male  Female

Do you consider yourself to have a disability under the Disability Discrimination Act 1995?  Yes  No

If yes, please provide details: .....

**SECTION J: Other optional details**

Where did you see this post advertised? .....

Is there anyone dependent upon you for their day to day care?       Yes       No

If yes, please provide details: .....  
.....  
.....

Are your day to day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?       Yes       No

If yes, please provide details: .....  
.....  
.....

What is your date of birth? .....

**SECTION K: Declaration**

- Any offer of employment is subject to the receipt of satisfactory references, medical assessment and Criminal Records Bureau/DBS checks.
- Information from this application may be processed by computer for legitimate purposes registered by Bournemouth School under data protection legislation.
- Individuals have the right of access to computerised personal data concerning them.

Because of the nature of the work within Bournemouth School, the post for which you are applying is exempt from the Rehabilitation of Offenders Act 1974. You will, therefore, be required to disclose separately all information about any convictions in a Court of Law, no matter when they occurred, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by Bournemouth School and it is found that you failed to disclose any previous convictions, this could result in dismissal or disciplinary action. All information will be treated in confidence and will only be considered in relation to an application for posts to which the exemption order applies.

**I declare that the information I have provided within this application form is true and accept that if I have given false information it may result in my application no longer being considered, or my appointment not being confirmed.**

Signed: .....

Date: .....

**Should you require further space for any section, please use additional sheets and bring these to interview.**

**Once completed, this form should be returned to Bournemouth School, East Way, Bournemouth, BH8 9PY or emailed to [recruitment@bournemouth-school.org](mailto:recruitment@bournemouth-school.org)**

www.bournemouth-school.org • 01202 512609 • Company No. 07745881