



BORDEN GRAMMAR SCHOOL

Application Form (for all posts)

CONFIDENTIAL

Borden Grammar School, Avenue of Remembrance, Sittingbourne, Kent, ME10 4DB

Tel: 01795 424192 Fax: 01795 424026

website.bordengrammar.kent.sch.uk

Please complete using black ink or type.

This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process. Please refer carefully to the information you have been provided for this post. Please ensure you complete ALL applicable sections of the form.

Your application will be treated in strictest confidence.

PART ONE: PERSONAL DETAILS

Post applied for:

Title:		Legal Surname	
Legal Forename/s IN FULL			
Previous surname/s (if applicable)			
If different from the above, please give the surname and / or forename you prefer to be known by in the box below.			

Teacher number (if applicable)									
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National Insurance Number									
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Address:	Address for communication (if different):

Post Code								Post Code						
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Home Tel:	Work Tel:
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Mobile Tel:	Email:
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Health Declaration

This has been removed to comply with the 2010 Equality Act.

Please note, for jobs involving working with Children the statutory regulations require us to ascertain whether the physical and mental fitness of persons appointed to such roles is at an appropriate level, **prior to any confirmation of appointment.**

Disclosure of Relationship

Are you related to anyone employed or studying at Borden Grammar School or a member of the School Governing Body?

YES

NO

If yes, please provide details.

Please tell us where you saw this position advertised.....

References

Please note that it is the school's policy to take up references prior to interview.

Please give details of two people who can provide a reference – **one of whom MUST be your present or most recent employer. Teachers must provide their current Headteacher as one of the referees.** Students should include their University / College Tutor.

Family, ex or current partners and friends are not suitable referees.

Name:

Name:

Job Title:

Job Title:

Address:

Address:

Tel No: ()

Tel No: ()

Email:

Email:

Relationship to you:

Relationship to you:

PART TWO: COMPETENCY

Education and Training

(We will require sight of original documentation regarding qualifications prior to an appointment)

Teacher Training (*applicable to teaching posts only*)

Name of Teacher Training Institute:

Dates:

From:

To:

Qualification obtained:

Subjects – Main and Subsidiary:

Age Range / Key Stage:

Other Special Interests:

School, University, College, Etc (applicable to all posts)			
Name of School/College/University attended	From – To (Month/Year)	Qualifications Including Grades	Date Obtained (Month/Year)
<i>Schools (after age 11)</i>			
<i>Further or Higher Education (Full or Part Time)</i>			

In-Service Training and Development			
Please give details of relevant courses and training undertaken in the last five years.			
Dates and duration	Title of course / Training incl. Home Study & Distance Learning	Name of Provider e.g. LEA, College etc.	Qualification obtained (if any)

Employment History

Please give details of all jobs held after the age of 18 including part time and unpaid work, **starting with your current or most recent employer**. Please explain any gaps.

When giving details of school employment, please include the age range, approximate school roll number and school type i.e. maintained, independent, foundation.

(Continue on a separate sheet if necessary)

Employer name and address:		
Dates:	Full or Part Time:	Salary upon leaving (inc. TLR payments if applicable): £
Position held:		
Main responsibilities:		
Reason for leaving:		

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Reason for leaving:		

Applicant Statement (continue on a separate sheet if necessary)

In this section you are asked to outline how your knowledge, skill, experiences and personal qualities meet the competencies required for this post. Please refer to the person specification and job description.

Other Skills and Interests

Please include languages (spoken/written) ICT competency etc. Please provide details of any community or voluntary work experience.

Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

You will be required to provide details on a self-disclosure form at the shortlisting stage of the process. The post for which you are applying is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974; therefore we will not discriminate against applicants who have previously committed offences.

An offer of employment will be dependent upon the completion of a satisfactory Enhanced DBS check.

Data Protection Statement

I hereby give my consent for Borden Grammar School to process and retain on file information (including health and ethnic data) contained on this form and in accompanying documents. This is required for recruitment purposes, the payment of staff and the prevention and detection of fraud. This information may be shared with third party organisations including, but not exclusive to, payroll providers, the police and other third parties as defined by the Data Protection Act 2018 and related legislation. All information will be dealt with in accordance with the General Data Protection Regulation (GDPR) and retained for a 6 month period as documented in our Records Management policy.

Declaration

I declare that the information I have given in this application 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.

Signature

Date

If returning this electronically, please note that a signature will be required upon appointment.

Please return your complete application form to: *Miss L Bateman, PA to Headteacher, Borden Grammar School, Avenue of Remembrance, Sittingbourne, Kent, ME10 4DB* (Email: lbateman@bordengrammar.kent.sch.uk)

PART 3: EQUAL OPPORTUNITIES MONITORING

This section of the form is **CONFIDENTIAL** and will be *detached* from your application prior to short listing and interview.

Borden Grammar School recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Surname		First Name	
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Date of Birth (DD / MM / YY)			
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Ethnicity (please tick)	White British	<input type="checkbox"/>	Asian or Asian British Bangladeshi	<input type="checkbox"/>	Mixed – White and Black Caribbean	<input type="checkbox"/>
	White Irish	<input type="checkbox"/>	Asian or Asian British Indian	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>
	Other White Background	<input type="checkbox"/>	Asian or Asian British Pakistani	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>
	Black or Black British African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Black or Black British Caribbean	<input type="checkbox"/>	Asian Other	<input type="checkbox"/>	Do not wish to disclose	<input type="checkbox"/>
	Black Other	<input type="checkbox"/>	Mixed – White and Asian	<input type="checkbox"/>		

Disability (please tick)	No Disability	<input type="checkbox"/>	Wheelchair User / Mobility Difficulties	<input type="checkbox"/>	Multiple Disabilities	<input type="checkbox"/>
	Dyslexia	<input type="checkbox"/>	Personal Care Support	<input type="checkbox"/>	Other Disabilities not Listed Above	<input type="checkbox"/>
	Blind/Partially Sighted	<input type="checkbox"/>	Mental Health Difficulties	<input type="checkbox"/>	Autistic Spectrum Disorder	<input type="checkbox"/>
	Deaf/Hearing Impediment	<input type="checkbox"/>	Unseen Disability (e.g. Asthma, Epilepsy, Diabetes)	<input type="checkbox"/>	Do not wish to disclose	<input type="checkbox"/>

Will you need us to make any special arrangements if you are invited for interview (for example, accessible parking, assistance in and out of vehicle, induction loop or other hearing enhancement)?

The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information.