|  |
| --- |
| **Confidential INTERNAL Job Application Form** |
|  |

*The information given on this form will be treated in confidence.*

### *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.*

*Please complete this form in print or electronically and submit to* [*recruitment@blossomhouseschool.co.uk*](mailto:recruitment@blossomhouseschool.co.uk) *or you may print the form and hand deliver it to* ***Jayne Stockdale in the Admin Team****. Application forms should be fully completed and submitted on or before the closing date.*

|  |  |
| --- | --- |
| **Job Details** | |
| Job Title: |  |
| Closing Date: |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| Full name: |  |
| Previous/other surname: |  |
| Preferred title*:(eg: Ms,Mr)* |  |
| Current Job Title: |  |
| Telephone/Mobile No.: |  |
| E-mail Address: |  |
| First date of employment: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and Qualifications** | | | |
| Please give details of **higher education and equivalent courses** | | | |
| Dates (DD/MM/YYYY) | | College/other institution & address | Qualifications obtained & grade/level |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 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 |
|  | |  |  |

|  |
| --- |
| **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 for.**  **Please begin by describing your reasons for applying and interest in this position.** |
|  |

|  |
| --- |
| **Please answer the following 3 questions:** |
| Why do you think you are suitable for this role? |
|  |
| If you could change or improve two things about your last or current job what would they be? |
|  |
| What do you think you could contribute to Blossom House? |
|  |

|  |
| --- |
| **Recruitment Activity** |
| If a Recruitment Activity is indicated in the Job Description pack, please include it in this section. |
|  |

|  |
| --- |
| **Declaration – Please read carefully** |
| For the purposes of the Data Protection Act 1998, 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 declare that the information I have given on this form is true, complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by the Independent Safeguarding Authority, the Secretary of State or a regulatory body. 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 and possible criminal prosecution.  I have not been placed on either the Children’s List or the Adult’s List. I have not been disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g.: the DfE, and / or The Teaching Agency. I have no convictions, cautions, warning, prosecutions or bindovers, past, present or pending.  If applicable, I have attached details of my record referred to above in a sealed envelope marked confidential. These details will not be considered unless you are shortlisted for the role. They will only be taken into account if we consider they are relevant to the role you have applied for, in which case we will ask you relevant questions at the appropriate stage of the recruitment and selection process.  I understand that if I am successful, my employment will be subject to satisfactory Enhanced Disclosure and Barring Service (DBS) clearance and 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: |  |