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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.*

*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*](mailto: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** | | | | |
| Are you entitled to work in the UK? | YES |  | NO |  |
| *Please specify type of right to work in the UK (e.g.: British, EU, leave to remain, etc.)* |  | | | |
| Do you need a certificate of sponsorship to work in the UK? | YES |  | NO |  |
| As per the guidelines for “Keeping Children Safe in Education”, an overseas police check will be required prior to employment if candidates have been overseas for a period of 3 or more months in the previous 5 years. Please indicate if and overseas police check is required. | YES |  | NO |  |
| Please specify details regarding overseas travel/residence for a period of 3 or more months in the previous 5 years. |  | | | |

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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 |
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| 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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| **Supplementary Questions & Declaration** | |
| The position for which you are applying involves contact with children. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974.   |  |  | | --- | --- | |  |  |   Do you have any adult cautions [simple or conditional] or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [amendment] [England and Wales] Order 2020. | |
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| If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. If applying via e-mail, please contact Human Resources directly.  The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.  Please note: If your application is successful, you will be required to obtain DBS checks at the appropriate level. | |
| (For Teaching Posts only)  **Have you ever had any sanctions and/or warning imposed by the Teaching Agency or by the GTCE when it was the regulatory body for the Teaching Profession?** | |
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| If so please give details including the date on which any sanctions/warning expires. |  |
| (For Teaching Posts only)  **Have you ever had any sanctions and/or warning imposed by the Department for Education?** | |
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| If so please give details including the date on which any sanctions/warning expires. |  |

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| **Referees** | | |
| Please supply the names, and contact details of at least **two** referees who can comment on your suitability for this position. References may be taken up after short-listing, unless otherwise specified. **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. Please supply work-related references covering at least the most recent five years of employment. We will require references covering the period of the **most recent 5 years.** If you have been employed/worked/volunteered/studied at more than 2 places over the last five years, please provide additional referees to cover the full period.  **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, the second referee should be 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.**  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 Barred List or the Adult’s Barred 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: |  |