

# Staff Application Form



Please complete this form, along with a covering letter addressed to Mr Burch \* (maximum 1 side of A4)

Email your application to: Mrs S Rooper, PA to Head of the Prep School [srooper@birkdaleschool.org.uk](mailto:srooper@birkdaleschool.org.uk)

\* In the covering letter please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.

Position applied for:

Where did you see/hear about this post? (Please be specific)

## Section 1: Personal details

Title: Dr/Mr/Mrs/Miss/Ms  
Other:

Forenames:

Surname:

Do you know anyone who works at Birkdale School? YES/NO  
(please delete, if yes please provide details):

Former name(s):

Preferred name:

Teacher's RN number -previously DfE No (if applicable):

National Insurance number:

Address (please provide your address history for the last 5 years with your current address first):

Telephone number(s):

Home:

Work:

Mobile:

Email address:

Are you eligible for employment in the UK?

Yes

No

Please provide details:

Do you have Qualified Teacher status?

Yes

No

**Section 2: Education** Please start with most recent

Name of school/college/university	Dates - From & To (dd/mm/yy)	Examinations		
		Subject(s)	Result	Date/Awarding Body

**Section 3: Other vocational qualifications, skills or training – Please include dates from and to**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

**Section 4: Employment**

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:	Date employment ended (if applicable):	Current salary / salary on leaving:	If part time please specify proportion:
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Do you / did you receive any employee benefits?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If so, please provide details of these:

Position held /duties/responsibilities:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

**Section 5: Previous employment and/or activities (whether paid or voluntary) since leaving secondary education**

Dates - From & To (dd/mm/yy)	Name and address of employer	Position held/duties/responsibilities
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>

**Section 5: Previous employment and/or activities (including voluntary work) since leaving secondary education (continued)**

Dates - From & To (dd/mm/yy)	Name and address of employer	Position held/duties/responsibilities
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>
	<b>If part time please specify proportion:</b>	<b>Reason for leaving:</b>

**Section 6: Gaps in your employment**

If there are any gaps in your employment history of more than one month, eg looking after children, sabbatical year, please give details and dates.

Dates:

Reason:

**Section 7: Have you worked overseas in the last 5 years?**

If you have been resident or worked overseas for more than three months during the last 5 years please give details and dates.

Dates:

Country:

**Section 8: Interests**

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extracurricular activity.

### Section 9: ICT Experience

Please give details of qualifications, skills/competence and experience with ICT

### Section 10: References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer and must cover the last three years of employment history. For candidates applying for a post working directly with children, if your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. **The School aims to take up references from all shortlisted candidates before interview.** The School reserves the right to take up references from any previous employer.

**Referee 1** Title:

Name:

Organisation:

Address:

Telephone number:

Email address:

Occupation:

Relationship to applicant:

**Referee 2** Title:

Name:

Organisation:

Address:

Telephone number:

Email address:

Occupation:

Relationship to applicant:

### Section 11: Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

Birkdale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's recruitment policy and child protection policy is available for download from the School's website.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 12: Declaration

Please note that if you are shortlisted for interview, you will be asked to complete a Confidential Disclosure Form. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

- In signing this declaration section, I declare that all information provided by me as part of this application is true and complete to the best of my knowledge and belief. I understand that either withholding or giving false information may disqualify my application, or, if discovered after appointment, may be regarded as grounds for dismissal.
- I understand that, if offered this post, the appointment will be subject to further satisfactory pre-employment checks. This will include an online check in line with Keeping Children Safe in Education.
- I consent to the School processing the information and data given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process in accordance with GDPR regulation.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- I understand that the School has a legal duty to refer to relevant third parties.
- I declare the following family or other relationship to existing employees or employers (Governors) of Birkdale School [canvassing or failure to disclose will disqualify] :

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- **I understand that any offer of employment made by the school will be conditional upon verification of medical fitness.** (A medical examination is not a usual requirement but the school retains the right to request a certificate of medical fitness from a medical practitioner and/or the School's medical advisor may, in certain circumstances, request access to medical records or refer to a medical clinician.)

Signed:

Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 12. **Please note that evidence of identity and qualifications will be required if invited to interview.**

*Data protection Act 2018 – The information or data which you have supplied may be processed and held on computer, and will be processed and held on your personal record if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for keeping of other employment records. By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.*