

**BROUGHTON HALL CATHOLIC HIGH SCHOOL**

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**Head Teacher: Mr G M Preston B.A. (Hons), NPQH, PGCE**

**APPLICATION FORM**

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| **APPLICATION FOR EMPLOYMENT** | | | | | | | | |
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| **1. Personal Details** | | | | | | | |
| **Title:** |  | | **First name(s):** |  | | **Last**  **name:** |  |
| **Former first**  **name(s):** |  | | **Former surname(s):** |  | | **Known**  **as:** |  |
| **Current**  **Address**  **(including postcode:** |  | | | **Daytime contact number:** | |  | |
| **Home telephone**  **number:** | |  | |
| **Email address for contact purposes:** |  | | | **Mobile telephone no:** | |  | |
| **National Insurance**  **Number:** |  | | | **What is your preferred method of contact?** | |  | |

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| **2. Job Details** | | | | | |
| **Job Applied for:** |  | | **Job Ref**  **Number:** | |  |
| **Closing Date:** |  | **Please state where you saw this**  **post advertised:** | |  | |

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| **3. Teachers Only** | | | | | |
| **Teacher Reference Number:** | | |  | | |
| **Qualified Teacher Status:** | **Yes/ No** | **Date:** | **Statutory Induction Year completed (if qualified after May 1999):** | **Yes/ No** | **Date:** |

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| **4. Membership of Professional Bodies** | |
| **Professional Body / Association** | **Current status/ Membership no:** |
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| **5. Current or Most Recent Employment Details** | | | |
| **Employment status:** |  | | |
| **Job title:** |  | **Salary/Grade:** |  |
| **Other benefits:** |  | **Date appointed:** |  |
| **Employer name and address (including postcode):** |  | **Work email:** |  |
| **Noticed required: (if applicable)** |  | **Employee number:**  **(if applicable)** |  |
| **If you are not currently in employment, please confirm the following:** | | | |
| **Date of leaving:** |  | **Reason for leaving:** |  |

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| **6. Education, Training and Development – relevant for the post you are applying for** | | | | | | | | | |
| **Secondary Education, college, university or training establishment attended:** | | | **Qualifications or course details:** | | | **Awarding body:** | | **Date of award:** | |
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| **7. Employment / Education History**  **Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.** | | | | | | | | | |
| **From**  **MM/YY:** | **To**  **MM/YY:** | **Employment status:**  **(Employed / Education / Voluntary work / Not working)** | | **Name and address of employer / education establishment / voluntary organisation** | **Job title:** | | **Salary:** | | **Reason for leaving / Reason for gap in employment:** |
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| **Have you ever accepted voluntary severance, voluntary early retirement or discretionary compensation from Liverpool City**  **Council?** | *Please provide details* |
| **8. Person Specification – Essential Criteria. Please provide clear examples of your ability, experience and qualifications against the criteria on the person specification, focusing on the essential criteria.** | |
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| **9. References**. **Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.**  **PLEASE NOTE: If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.** | | |
|  | *Referee One – Current Employer* | *Referee Two* |
| Name: |  |  |
| Job Title: |  |  |
| Contact Address (including postcode): |  |  |
| Contact email address: |  |  |
| Contact telephone number: |  |  |
| Relationship to applicant: |  |  |
|  | *Reference Three – Parish Priest where you regularly worship or additional Professional* | |
| Name: |  |  |
| Job Title: |  |  |
| Contact Address (including postcode): |  |  |
| Contact email address: |  |  |
| Contact telephone number: |  |  |
| Relationship to applicant: |  |  |

**PLEASE NOTE: We reserve the right to take up references with any previous employer prior to interview. Please advise if you do not want us to do so and provide reasons.**

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| **10. Declaration** | | | |
| I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.  I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declaration.  I declare that I have read, understand and accept the statements set out in the data protection clause on page one and the guidance referenced in pages two and three.  I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). | | | |
| **Signed:** |  | **Date:** |  |

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| **Thank you for your application.**  **Please return to us via email to**  **smithg@broughtonhall.com** |