



**BRIGHTON
COLLEGE**

Teaching Staff Application Form

Please complete all sections:

Job Post Details

Post applied for:

Where did you see the post advertised? Please tick and specify the publication or website below:

Newspaper

Online

Other (e.g. Facebook, LinkedIn etc)

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Personal Details

Title: Forename: Middle name(s):

Surname: Previous name(s):

National Insurance Number: Date of Birth:

Address:

County: Country:

Post Code:

Telephone Number: Mobile Number:

Email Address:



BRIGHTON
COLLEGE

Current Employment

Present Employer:

Employer's Address:

Present Occupation:

Salary:

Length of service with current employer:

Notice period required:

If you are related to any current employees, pupils or governors, please state their name and the nature of your relationship:

Employment History (most recent first):

Please ensure that you note all gaps in employment and detail the reasons for these gaps e.g. travelling, looking after children, etc.

Employed from		Employed up to		Organisation (and address)	Position	Reason for leaving
Month	Year	Month	Year			

If completing the form by hand, please continue on a separate sheet if necessary.



BRIGHTON
COLLEGE

References

Please provide the contact details of three referees, one of whom must be your most recent employer. **If you are currently working in, or have worked, in a school, this must include the Headmaster/Headmistress.** Please ensure to complete all the required information below where possible.*

Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed to work with children. References will not be accepted from relatives OR from people writing solely in the capacity of friends. Please note that any previous employer may be approached for a reference.

Referee #1

Name:

Address:

Phone Number:

Occupation:

Capacity Known:

Email Address:

Can this referee be contacted prior to an invitation to interview? Yes No

Referee #2

Name:

Address:

Phone Number:

Occupation:

Capacity Known:

Email Address:

Can this referee be contacted prior to an invitation to interview? Yes No



**BRIGHTON
COLLEGE**

Referee #3

Name:

Address:

Phone Number:

Occupation:

Capacity Known:

Email Address:

Can this referee be contacted prior to an invitation to interview? Yes No

Education, Qualification and Training (most recent first):

Attended from		Attended up to		University/College/School	Qualification	Grade
Month	Year	Month	Year			

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**BRIGHTON
COLLEGE**

Other Skills

Please list any other skills, hobbies or interests relevant to the post.

A letter of application containing an account of your suitability for the post should accompany this form.

Teacher Status

Have you have previously undertaken any formal teacher training or been enrolled in the Teachers' Pension scheme? Yes No

If you answered yes to the above question, you will have a TRN/DFES/DCSF number. Please provide this seven digit number:

Do you have Qualified Teacher Status (QTS)? Yes No

Right to Work in the UK – are you:

- i) A UK national Yes
- ii) From another country within the EEA Yes
From Croatia Yes
If you are from Croatia, do you have an accession worker card, registration certificate or proof of your right to work in the UK? Yes No
- iii) From outside the EEA? Yes
If you are from outside the EEA, do you have the relevant visa which allows you to work in the UK? Yes No

The EEA countries are Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, and the UK.

Please note that you will be asked to provide proof of your right to work in the UK at interview.



**BRIGHTON
COLLEGE**

Overseas Checks:

If you have lived outside of the UK for a period of three months or longer within the last ten years, please state the dates and country/ies below (e.g. France 09/2013-02/2014) and be aware that you will need to provide the College with a Police Certification of Good Conduct from the country/ies.

If you have not lived outside of the UK for a period of three months or longer within the last ten years, please tick this box:

DBS Checks, Social Media and Declarations:

DBS: Providing false information is an offence and could result in your application being rejected, summary dismissal if you have been appointed, and referral to the police. Should you be appointed to a post, an enhanced disclosure will be requested from the Disclosure and Barring Service.

Have you included either of the following in a sealed envelope marked confidential for the attention of the Assistant Bursar?

- Details of any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**
- Anything you would like the College to know in advance of any online search that may be carried out prior to an interview

Yes No N/A

I hereby declare that I am not on the DBS Barred List (List 99), disqualified from working with children, or subject to sanctions imposed by a regulatory body, e.g. the Department for Education (DfE), and have no convictions, cautions, reprimands, warnings or bind-overs other than those disclosed to the Assistant Bursar where applicable.

I declare that the information given on this application form is true and accurate.

Signed:

Date:

Please tick box if you do not want your information shared with the Brighton College family of schools:



BRIGHTON COLLEGE

Please note:

- **Data Protection:**

The information you give us in this form is used by the College to consider your application. Personal data in this form is stored securely and appropriate technical and organisational measures are in place to ensure its security.

*References. The College collects information about you from third parties, for example references from former employers.

If your application is successful and you accept employment at the College, we will retain your information as long as we need for the uses listed above and in accordance with the IICSA regulations and any subsequent regulations that come into force. If your application is unsuccessful, we will retain this information for 6 months and will then destroy any information held electronically on in paper form. Where consent is provided to register for the College's talent bank, we will continue to store your information until you inform the College that you no longer wish this to be the case.

For more information about how the College uses your information, please see our data protection policy on the College's website www.brightoncollege.org.uk/policies/

- This post is exempt from the Rehabilitation of Offenders Act (1974). A criminal record will not necessarily be a bar to obtaining a position with Brighton College; the College's policy is available on request.
- Brighton College has a policy on the storage, disposal and handling of information relating to the DBS process. For a copy please contact the HR Department hr@brightoncollege.net
- If you are currently working with children (on a paid or voluntary basis) your current employer will be asked about disciplinary offences relating to children, including any in which the penalty is time expired.
- Your date of birth is necessary so that Brighton College may verify the identity of all applicants. The College does not discriminate on the grounds of age.
- Brighton College is an equal opportunities employer.

*** The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: <https://www.gov.uk/government/publications/dbs-filtering-guidance>*