**Teaching Staff Application Form**

*Please complete all sections:*

**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.**

**Before completing this application form, please ensure that you have read both our Safeguarding policy as well as our Staff Privacy Notice, both of which are available from our website.**

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| **Job Post Details**  **Post applied for:**  **Where did you see the post advertised? Please tick and specify the publication or website below:**  Brighton College website  TES  Guardian Jobs  The Voice  University job boards  LinkedIn |

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| **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:  **Please indicate if you know any existing employees, volunteers or governors, and if so, how you know them:**  ---------------------------------------------------------------------------------------------------------------------  Have you lived or worked outside of the UK for a continuous period of 3 months or more in the last 10 years?  Yes  No  If yes, please indicate the country or countries and length of time spent in each. |

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| **Current Employment**  Present Employer:  Employer’s Address:    Present Occupation:       Salary:  Length of service with current employer:       Notice period required: |

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| **Employment History (most recent first):**  Please provide, where appropriate, explanation for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment. |

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| --- | --- | --- | --- | --- |
| Employed from | Employed up to | Organisation (and address) | Position | Reason for leaving |

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

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| **Education, Qualification and Training (most recent first):** |

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| --- | --- | --- | --- | --- |
| Attended from | Attended up to | University/College/School | Qualification | Grade |

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

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| **Other Skills**  Please list any other skills, hobbies or interests relevant to the post. |
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**Statement**

Please provide a statement or covering letter in the space below.

**Teacher Status**

Have you 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 the seven digit number.

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

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| **References**  Please provide three referees. One referee should be your current or most recent employer**. If you are currently working in or have previously worked in a school, this must include the Headmaster/Headmistress.**  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 |
| **Referee #3**  Name:  Address:  Phone Number:  Occupation:  Capacity Known:  Email Address:  Can this referee be contacted prior to an invitation to interview? Yes  No |

**Right to work in the UK**

Are you currently eligible for permanent employment in the UK?

Yes  
No

If you are not a UK passport holder please provide details of your right to work in the UK:

Click or tap here to enter text.

**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.

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 data protection regulations and any subsequent regulations that may come into force. If your application is unsuccessful, we will retain this information for 6 months and will then destroy any information held electronically or 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 Privacy Notices on the College’s website [www.brightoncollege.org.uk/policies/](http://www.brightoncollege.org.uk/policies/)

Brighton College has a policy on the storage, handling and disposal of information relating to the DBS process. For a copy please contact the HR Department [HR@brightoncollege.net](mailto:HR@brightoncollege.net)

**DBS Checks and Declarations:**

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.

**Disclosure and Barring Service**

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

All applicants who are offered employment in posts involving access to children (whether teaching or support) will be subject to a criminal record check from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings as well as convictions. This means you are required to declare any convictions or cautions which you may have, even if they would otherwise be regarded as ‘spent’ under the Criminal Convictions, Rehabilitation of Offenders Act 1974, and any cautions or bind-overs and any prosecutions pending against you. Failure to disclose this information could result in disciplinary action or dismissal. Any information will be treated confidentially.

**Do you have any convictions, cautions or bind-overs?**

Yes  
 No

If you have stated ‘Yes’ to the above:

**I enclose details of convictions, cautions or bind-overs, which include those regarded as ‘spent’ that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order. (Please mark as private and confidential, for the attention of the Head of HR).**

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 Head of HR where applicable.

Signed:       Date:

**Declaration**

I declare that the information I have given on this form is complete and accurate.

I confirm that I am not banned or disqualified from working with children nor subject to any sanctions imposed by a regulatory body.

I confirm that I am not subject to a direction under section 14 of the Education Act 2001 or section 128 of the Education and Skills Act 2008.

I know of no reasons, on the grounds of physical or mental health, why I should not be able to discharge my responsibilities required of me.

For the purposes of the prevailing data protection legislation, I consent to the information received by Brighton College relating to the subject matter on this form being processed by them in administering the recruitment process and for any employment with them.

I consent to Brighton College making direct contact with all previous organisations where I have worked with children to verify my reason for leaving that position.

I consent to Brighton College making direct contact with the people specified as my referees to verify the reference provided.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.

I consent to Brighton College processing the information on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process.

Name Click or tap here to enter text.

Signature Click or tap here to enter text.

Date Click or tap here to enter text.