**APPLICATION FOR EMPLOYMENT WITH**

 **MELLAND HIGH SCHOOL**

**BRIGHT FUTURES EDUCATIONAL TRUST**

**The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1) Vacancy Details**

Job applied for:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2) Job share/Full time**

If this job was advertised as available for job share, please put an x next to the relevant item below to show whether or not you wish to job share:

Job share only Full time Either Job share or full time

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3) Personal Details**

Name:

Surname:

Permanent Address:

Postcode: *(Please do not omit your Post Code)*

Telephone number:

E-mail address:

Preferred method of communication:

National Insurance No. (if known):

Where did you see this vacancy advertised?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4) References** - please gives details of 2 people who have agreed to act as referees. If you are currently employed please give details of your current employer.

**1st Referee**

Name:

Address:

Postcode:

Relationship:

**2nd Referee:**

Name:

Address:

Postcode:

Relationship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **5) Equal Opportunities Monitoring**

The information in this section will be treated in the strictest confidence. The results will be used to produce overall statistics about recruitment and selection and to take action to prevent discrimination.

Please put a x next to the relevant item.

**Ethnic Origin**

 I would describe my ethnic origin as:-

 Bangladeshi ......20 Middle East ......50

 Chinese ......30 Other Black please specify ......60

 East African Asian ......35 ...........................................

 Indian ......40 White & Black Caribbean ......65

 Kashmiri ......37 White & Black African ......70

 Pakistani ......45 White & Asian ......75

 Vietnamese ......55 Other Mixed Origin please specify:

 Other Asian please specify: ........................................... 80

 .......................................... 52

 Black British ......25 Irish ......85

 Caribbean ......15 White British ......90

 Somali ......18 Other White please specify ......95

 Other African ......10 ............................................

##### What is ethnic origin?

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

**Gender: (**Please put an x next to relevant item below)

I am: Female Male

**Disability**

Are you a disabled person? Yes No

##### Guide to the meaning of disability

The definition of disability includes people with physical, mental or sensory impairments who experience, or have experienced, restrictions or discrimination in taking part fully in the mainstream of society. For example, they may have been disabled by lack of access in the built environment, segregated services, restricted employment opportunities, lack of access to information, which exclude them from taking part independently or fully in everyday life.

**Disabled Applicants**

If you are successfully appointed, every effort will be made to supply aids or equipment where required to enable you to carry out the full duties of the job. If you

feel that due to the nature of your impairment, you may not be able to do a certain aspect of the job then the panel will give full consideration to redesigning the job. If

you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6) Period of Notice**

If offered the job, how soon could you start?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7) Declaration**

Public funds must be protected and therefore the information you have provided on your form may be used to prevent and detect fraud. The information may also be shared, for this purpose, with other organisations which handle public funds.

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I am under 65 years of age. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signature:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Act**

All documents associated with Recruitment and Selection

 will be stored for a period of 6 months.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8) Work Experience** - In the last 5 years (or longer where relevant to the post applied for).

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address of Employer:

Job Title or Role:

Paid/Unpaid:

Main Duties of the Job:

From (Month/Year): To (Month/Year):

Reason for Leaving:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **9) Qualifications** - Details of qualifications relevant to the post applied for.

1. Date

 Level

 Qualification
Where Obtained

2. Date
Level

 Qualification
Where Obtained

3. Date
Level

 Qualification
Where Obtained

4. Date
Level

 Qualification
Where Obtained

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10) Training - Relevant to the post applied for**

1. Date

 Course

 Brief Details

2. Date

 Course

 Brief Details

3. Date

 Course

 Brief Details

4. Date

 Course

 Brief Details

**11) Information in Support of your Application**

Please provide information that demonstrates that you can do the job successfully.

**The recruitment panel will need to gain enough evidence about how you might meet the requirements of the person specification from your submission to be able to shortlist you.**