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**CONFIDENTIAL**

**Cavendish Road, Bowdon, Altrincham. WA14 2NL**

AN EQUAL OPPORTUNITY EMPLOYER

Applications are encouraged from suitably qualified and/or experienced disabled people

**APPLICATION FORM**

***WE ARE COMMITTED TO ATTRACTING, RETAINING AND DEVELOPING A DIVERSE AND SKILLED WORKFORCE***

Please type or complete the application form below in DARK INK. This form is also available in alternative formats (e.g. large print); please telephone the contact number given in the recruitment pack. It is essential that the information given should be accurate, as it will be used for the assessment of salary in the case of successful applicants. WE ARE COMMITTED TO SAFEGUARDING CHILDREN IN OUR CARE.

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

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| Application for the appointment of    How did you become aware of the post?  School/Trust website  Indeed  gov.uk teaching-vacancies service  Other  *(please specify)* | | | | | |
| Surname (block capitals) | Other names in full | | | National Insurance Number | |
| Title (Mr, Ms, Mrs, Miss etc): |
| Age | Date of Birth\*    \*used for validation purposes only |
| Address | | | |
|  | | | | Do you consider yourself to have a disability? | |
| Post Code | | | |
| Telephone (home): | Email address: | | |
| Telephone (mobile): |
| Educational establishment | Full/part time | From | To | Qualifications gained (including Maths/English GCSE grades) | |
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| Additional qualifications gained (with dates) or being sought | | | | | |
| Current legislation means it is a criminal offence to employ anyone, unless they have documentation showing proof of entitlement to work in the UK. For a full list of appropriate documentation, please click on the link below:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf>  If your application is successfully shortlisted for interview, we will conduct a ‘right to work’ check,  where we’d ask you to provide appropriate documentation.  Are you entitled to work in the UK?  Yes  No  If you have any conditions related to your employment in the UK please give full details: | | | | | |

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| Present appointment | Present salary |
| Name and address of present employer | Salary scale (if applicable) |
| Date appointed |
| Notice required to terminate |

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| Previous employers including, where applicable, service in HM forces. Industrial, Commercial and periods of Unremunerated Activities with dates, after age 18. If a voluntary post, please state reason for leaving. Please ensure that you account for all periods (including any periods of unemployment) since leaving full-time education with no time gaps. | Full/part time | From  (Day, month and year) | To  (Day, month and year) | Titles of appointments held | Reason for Leaving |
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| Do you possess a current driving licence? Yes  No |
| Please give details of your experience and any other information in support of your application, continuing on a separate sheet or document if necessary. |

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| Please give details of two contact names from your **last two employers** for the purpose of requesting references. The contact should preferably be the Head teacher if you worked in a school, or a Human Resources contact. These must be professional references and not personal references from a family member or friend. Referees will be asked about the applicant’s suitability to work with children, child protection concerns and disciplinary offences. | |
| Name: | Organisation: |
| Job Title: |
| Address: | |
| Telephone Number: | Email address: |
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| Name: | Organisation: |
| Job Title: |
| Address: | |
| Telephone Number: | Email address: |
| Canvassing will disqualify your application. You must not communicate directly or indirectly with our staff or the local governing body about your candidature.  **Are you related to any member of our staff, or local school governor? Yes  No**  If you have answered yes to the above question please state their name, position and relationship.  **Do you consent to your details being passed on to other Bright Futures’ schools, should you be unsuccessful?**  **Yes  No** | |
| **ARRANGEMENTS FOR INTERVIEW** | |
| If you are shortlisted, we will ask if you require any reasonable adjustments to be made to the interview process, in order to make the process more accessible in light of any impairments.  Please specify below any reasonable adjustments you wish for us to consider (e.g. sign language interpreter, audio tape, etc) | |

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| DECLARATION |
| *I confirm to the best of my knowledge that the information given on this form is accurate and that I have not omitted any facts, or provided misleading information which may have a bearing on my application for employment. Please note any person appointed by the School having given false information may be liable to disciplinary proceedings*  Signed      Date  Interview expenses will not be refunded to a candidate who declines a post which has been offered, or withdraws his/her candidature after interview. The approved expenses of the successful candidate will be paid when he/she has taken up his/her duty. |

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| DATA PROTECTION ACT 2018 |
| All information contained in this form will be treated as strictly confidential, and used for recruitment purposes only. However, the Trust is under a duty to protect public funds it administers and to this end may use this information you have provided on this form within its authority for prevention and detection of fraud. By supplying information, you will also be indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verification checks which may be made. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of six months then destroyed. If you are a successful candidate your application form will be used as part of your personnel record. Please see the Data Privacy Statement-Job applicants on our website:  <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf> |