



## BIRCHFIELD INDEPENDENT GIRLS SCHOOL

BEACON HOUSE, 30 BEACON HILL,  
ASTON, BIRMINGHAM B6 6JU  
Tel: 0121 327 7707 E-mail: admin@big.s.bham.sch.uk

### JOB APPLICATION FORM

Birchfield Independent Girls School complies with the terms of the 1998 Data Protection Act, and any subsequent relevant legislation, to ensure personal data is treated in confidence, in a manner that is fair and lawful.

Name: \_\_\_\_\_

Post applied for: \_\_\_\_\_

When will you be able to start work? \_\_\_\_\_

Full time [  ]

Part time [  ]

Temporary [  ]

Hours required: please indicate your availability by ticking the appropriate box below.

DAYS	MON	TUE	WED	THURS	FRI
Am					
Pm					

### PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ N.I number: \_\_\_\_\_

Tel No (day): \_\_\_\_\_ Tel No (evening): \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**EDUCATION**

From (date)	To (date)	School / College	Subject	Level	Pass Grade

Please continue on an additional sheet if required

**TRAINING (WORKING – BUSINESS)**

Program	From (date)	To (date)	Part/full time (no. of days)	Qualifications Award

**PREVIOUS EMPLOYMENT**

Name of employer: \_\_\_\_\_

Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax: \_\_\_\_\_

Job title: \_\_\_\_\_

Employment from: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Outline of responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Name of employer: \_\_\_\_\_

Name of business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax: \_\_\_\_\_

Job title: \_\_\_\_\_

Employment from: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Outline of responsibility: \_\_\_\_\_

\_\_\_\_\_

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**REFERENCES**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTCODE: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

TEL NO. \_\_\_\_\_

TEL NO \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OCCUPATION/RELATIONSHIP:

OCCUPATION/RELATIONSHIP:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **CONVICTIONS**

Have you ever filled in a Police Check form/ DBS form?

Yes [ ] No [ ]

If yes, please provide a copy.

Have you ever been convicted of any criminal offences? Yes [ ] No [ ]

**NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings or reprimands.**

### **INTERESTS AND HOBBIES**

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**ETHNIC ORIGIN**

Which ethnic group would you say you belong to?  
(please tick one box)

- |             |     |           |     |
|-------------|-----|-----------|-----|
| English     | [ ] | Irish     | [ ] |
| Scottish    | [ ] | Welsh     | [ ] |
| Indian      | [ ] | Pakistani | [ ] |
| Bangladeshi | [ ] | Caribbean | [ ] |
| African     | [ ] | Chinese   | [ ] |

Other: \_\_\_\_\_

The Asylum Immigration Act 1996 requires us to check that you have the right to work in the U.K.

Do you have a National Insurance Number? Yes [ ] No [ ]

If no, please state any evidence you have to support your right to work in the U.K.

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How did you hear about the vacancy? \_\_\_\_\_

**DECLARATION**

I declare that the statements I have made are to the best of my knowledge, true and complete.

I understand that the school reserves the right to withdraw any offer of employment or to terminate my employment already commenced if the information given by me is inaccurate or misleading in any way.

I understand that any offer of employment is subject to satisfactory references and medical examination (if appropriate).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure.*