

**APPLICATION FORM**

**Completed forms to be returned to schools@chichester.anglican.org**

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| **Please use black ink when completing this form** |
| Application for the post of |  |  |  |
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| 1. **PERSONAL DETAILS**
 |  |
| Surname:  | First Names:  |
| Title:  | Preferred name:  |
| Any former names:  |  |
| Home address:  | Address for correspondence (if different):  |
|   |   |
|   |   |
|   |   |
| Post code:  | Post Code:  |
| Tel no: (day)  | Email:  |
|  (eve)  |  |
|  (mob)  | Are you legally entitled to work in the UK?  |
| If you are **not** a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.  |   |

1. **EDUCATION & QUALIFICATIONS:**

(If part-time study, state and give details throughout).

N.B. details of courses studied and not completed successfully must also be given.

* 1. **Secondary / Further Education**

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| --- | --- | --- | --- |
| Name of school/college | Dates | Subject andQualification | Grade and dateawarded |
| From | To |
|  |  |  |  |  |  |
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* 1. **Higher Education and Courses leading to other relevant qualifications**

Such as those leading to qualified status or graduate status and to membership of professional institutions.

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| --- | --- | --- | --- |
| Higher Education:Establishments attended | Dates | Qualification obtained anddate of award | Subjects |
| From | To | Main | Subsidiary |
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1. **EMPLOYMENT HISTROY:**

Please provide full employment history in chronological order.

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| **Current Employer:**  |  |  |
| Current or most recent employer:  |  |  |
| Address:  |  |  |
| Job Title:  |  | From: To:  |
| Brief description of responsibilities:          |  |  |
| Reason for leaving/wishing to leave:  |  |  |
| Notice required (or when you could join us):  |  |  Current salary:   |
| **Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education.**  | **Dates**  | **Position held and brief description of duties**  | **Reason for** **leaving**  |

**PERSONAL STATEMENT**

Please provide evidence of how your experience, skills and abilities are relevant to your suitability for the post, including how you will be able to articulate, embrace and own the Christian values and educational vision of the Diocesan Board of Education, and how you meet the requirements of the post and the person specification.

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1. **REFERENCES:**

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. Another should be from a minister or someone who can speak about your Christian commitment.

 If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.

References will be sought on short listed candidates and previous employers **will be contacted** to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and **any child protection concerns.**

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| --- | --- |
| Name:  | Name:  |
| Address:  | Address:  |
|   |   |
|   |   |
| Tel no:  | Tel no:  |
| Email:  | Email:  |
| Relationship:  | Relationship:  |

**Priest/Minister Reference:**

|  |  |
| --- | --- |
| Name |  |
| Church |  |
| AddressPostcode  |  |
| Tel No *(inc. STD code)* |  |
| Mobile No |  |
| Fax No |  |
| Email address |  |

1. **FURTHER INFORMATION:**

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| **National Insurance No**. |  |  |
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| **Teacher Reference Number** (if applicable) |  |  (7 digit number) |
|  |
| **Qualified Teacher Status?** | **YES** |  | **NO** |  | **Date:** |
|  |
| **Statutory induction year completed?** (if qualified after 7 May 1999) | **YES** |  | **NO** |  | **Date:** |
|  |
| **Right to work in the UK**In accordance with the Asylum and Immigration Act 1996 (amended February 2008) we are required to check your eligibility to live and work in the UK.Do you require a permit to work in the UK? |  |  |  |  |  |
|  |  |  |  |
| **Yes** |  |  |  | **NO** |  |  |  |
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**Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975**

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which may involve you working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are **“spent”**. 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 on the Disclosure and Barring Service website:

**Please complete the following questions, taking into account the DBS filtering guidance**.

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| --- | --- | --- | --- | --- |
| Do you have 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)If **Yes**, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. | **YES**  |  | **NO** |  |
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| Are you included in any list of people barred from working with children by the Disclosure and Barring Service (DBS) or the NCTL (National College of Teaching and Leadership)?  | **YES**  |  | **NO** |  |
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| If Yes, please give details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form. |

**PLEASE NOTE;**

* If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service** (previously CRB). This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
* Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
* Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
* **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.**
* Criminal records certificates are only issued directly to the applicant. You must show this to your employer, which will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the Data Protection Act 1998.

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Please state whether, to the best of your knowledge, you are related to a member of The Diocese of Chichester for which you are applying. **YES / NO**.

 If YES, please state the nature of relationship and the name of the person

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I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

Where applicable, I will be subject to the regulations on political restrictions as defined in Local Government and Housing Act 1989.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

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| **Signature of Candidate** |  |  | **Date** |  |
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