

**Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post applied for (please state):**  Please write clearly or type, in dark ink or font. You will be required to produce evidence of any academic or professional qualifications unless advised otherwise.  In order that we can compare candidates fairly, this form is the only document we consider when considering applications. Supporting information such as examples of work should only be submitted if specifically requested. **Please do not include CVs.** | | | | | | | | | | | | | | |
| Title(Dr/Mr/Mrs/Miss/Ms) | | | | Forename(s) | | | | | | | Surname:  Previous  name(s): | | | |
| Address:  Postcode: | | | | | | | | | | | | | | |
| If have you lived at your current address for less than 5 years please provide all previous addresses that cover the past 5 years (use a separate sheet if necessary) | | | | | | | | | | | | | | |
| Previous Address:  Postcode:  Period From: To: | | | | | | | Previous Address:  Postcode:  Period From: To: | | | | | | | |
| Are you currently eligible for employment in the UK? Yes No  Please provide details of visa/work permit if applicable | | | | | | | | | | | | | | |
| Home Tel:  Work Tel: | | | | | Mobile: | | | | | Email: | | | | |
| Teacher Reference Number (if applicable) | | | | | Do you have Qualified  Teacher Status?  (if applicable)  Yes No | | | | | Are you related to or have a close relationship with an existing employee or Governor of St Mary’s School? Yes No  If yes provide details | | | | |
| Where did you see this vacancy advertised? | | | | |  | | | | | | | | | |
| **Education**  Please start with the most recent at the top of the section | | | | | | | | | | | | | | |
| Dates attended | | | Name of school/college  university | | | | | | Subject(s) | | | | | Results  Grades  Classification |
|  | | |  | | | | | |  | | | | |  |
|  | | |  | | | | | |  | | | | |  |
|  | | |  | | | | | |  | | | | |  |
| Other training, skills or professional memberships. | | | | | | | | | | | | | | |
| Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra-curricular activity. | | | | | | | | | | | | | | |
| **Previous Employment and/or activities since leaving full time education.**  Please start with the most recent employer (continue on a separate sheet if necessary).  **State the reason for any gap in dates as we are required to make further checks if required** | | | | | | | | | | | | | | |
| Dates (from: to) | | Name and address of  employer | | | | Position held and  main duties/responsibilities | | | | | | | Reason left | |
|  | |  | | | |  | | | | | | |  | |
|  | |  | | | |  | | | | | | |  | |
|  | |  | | | |  | | | | | | |  | |
|  | |  | | | |  | | | | | | |  | |
|  | |  | | | |  | | | | | | |  | |
| **Suitability**  Please give your reasons for applying for this post. Describe any experience and skills you have gained which demonstrates your suitability (continue on a separate sheet if necessary).  **Note** – read through the enclosed Job Description and Person Specification carefully. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Criminal Records** | | | | | | | | | | | | | | |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Principal.  If you would like to discuss this beforehand, please telephone in confidence to the Principal or Bursar for advice.    Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs). All other spent connections and cautions must be disclosed.  You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service.  Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.  **Declaration (please tick which applies)**  I have nothing to declare  I enclose a confidential statement | | | | | | | | | | | | | | |
| **Living or working outside of the UK** | | | | | | | | | | | | | | |
| Have you lived or worked outside of the UK? Yes No  If yes, please provide details (locations, dates) | | | | | | | | | | | | | | |
| **References**  Please supply the name and contact details of two referees. Where possible these should be your most recent employers and neither referee can be a relative or someone known to you solely as a friend. Any offer of employment or volunteering will only be confirmed when the School has taken up all references. | | | | | | | | | | | | | | |
| **Referee 1** | | | | | | | | **Referee 2** | | | | | | |
| Name |  | | | | | | | Name | | | |  | | |
| Organisation |  | | | | | | | Organisation | | | |  | | |
| Address |  | | | | | | | Address | | | |  | | |
| Occupation |  | | | | | | | Occupation | | | |  | | |
| Telephone  Number |  | | | | | | | Telephone  Number | | | |  | | |
| Email |  | | | | | | | Email | | | |  | | |
| Contact before interview? Yes No\* | | | | | | | | Contact before interview? Yes No\* | | | | | | |
| **\*Important note**  If shortlisted, the School may be required to take up references before the interview unless there are exceptional circumstances for us not to. Therefore, if you answer no above, please give your reasons for doing so. | | | | | | | | | | | | | | |
| **Declaration** | | | | | | | | | | | | | | |
| * I confirm that the information I have given on this form is true and correct to the best of my knowledge. * I confirm that I am not on any Barred Check List, disqualified from working with children or subject to sanctions imposed by a regulatory body. * I understand that providing false information is an offence which could result in my application being rejected or, if the false information comes to light after my appointment, summary dismissal. * I have read and understood the Privacy Notice for Candidates. I consent to my data being collected, controlled and processed for the purposes set out and explained in this Privacy Notice and as required by law. | | | | | | | | | | | | | | |
| **Signature** |  | | | | | | | **Date** | | | |  | | |

|  |
| --- |
| **Recruitment and Data Protection** |

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our Safeguarding Children Policy is available on our website: www.stmaryscolchester.org.uk.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be confidentially destroyed within six months.

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the school, the information will be used in the administration of your employment. Please read the **Privacy Notice for Candidates** which is available in the application pack.

|  |
| --- |
| **Health** |

In accordance with the Education (Health Standards) (England) Regulations 2003 any offer of employment made by the School will be conditional upon the School verifying the successful applicant’s medical fitness for the role. Therefore if your application is successful you will be required to complete a medical declaration. The responses will be assessed by the School’s nominated medical advisor who **may be given access to your medical records and/or be referred to a specialist clinician.**



|  |
| --- |
| **Monitoring Form** |
| This section will be used for ethnic monitoring purposes only. Your application will in no way be prejudiced if you decline to complete this information.  **Choose one section from A to E and then tick the appropriate description**  **A** **White**  British  Irish  Scottish English  Welsh  Any other white background (please state)  **B** **Mixed Heritage**  White and Black Caribbean  White and Black African  White and Asian  Any other mixed background (please state)  **C** **Asian or Asian British**  Indian  Pakistani  Bangladeshi  Any other Asian background (please state)  **D** **Black or Black British**  Caribbean  African  Any other Black background (please state)  **E** **Chinese or other ethnic group**  Chinese  Any other (please state)  **F** **Prefer not to say** |