

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
Professional development Courses attended			
Professional memberships			
Interests, hobbies or skills			

Employment and/or activities since leaving full time education

Please start with the most recent employer (continue on a separate sheet if necessary).

Dates (from/to)	Name and address of employer	1. Position held 2. Position/main responsibilities 3. Salary (most recent employment only)	Reason for leaving

Gaps in your employment

If there are any gaps in your employment history (e.g. childcare, travelling) please give details and dates.

Statement in support of your application

Please give your reasons for applying for this post. Describe any experience and skills you have gained which meets the requirements of the Job Description and Person Specification (continue on a separate sheet if necessary).

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. 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 names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current or most recent employment does or did not involve working with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees in order to verify the reference they have provided.

Referee 1		Referee 2	
Name		Name	
Organisation		Organisation	
Address		Address	
Position/ Occupation		Position/ 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

Where this form is submitted electronically, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of this declaration.

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. The School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

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. If your application is successful you will be required to complete a Fitness to Work declaration and depending upon the information supplied, further investigation may be necessary.

Monitoring Form

This section of the form will be detached from your application and will be used solely for equality monitoring purposes. This form will be kept separately from your application.

St Mary's School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's **Privacy Notice for Candidates** which is available in the application pack.

Position applied for:

Please tick the appropriate description

A White

British

Any other white background

B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other mixed background

C Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background

D Black or Black British

Caribbean

African

Any other Black background

E Chinese or other ethnic group

Chinese

Other ethnic group

F Prefer not to say