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| Application form |
| Position you are applying for |  |
| Surname |  |
| Forename |  |
| Title |  |
| Middle Name(s) |  |
| Preferred Name(Name by which you like to be known if different from above) |  |
| Former Surnames(eg maiden name or where any previous change of name(s)) |  |
| Date of birth |  |
| Current address |  |
| Previous address(if resident at current address for less than five years please provide any previous addresses during this period) |  |
| Email address |  |
| Home telephone no  |  |
| Mobile telephone no |  |
| Religious denomination(where relevant to role) |  |

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| Details of all academic/vocational qualificationsPlease note that candidates called for interview will be asked to bring proof of qualifications to the interview. |
| Date obtained | Qualification/Awarding Body/Institution | Grade (if appropriate) |
|  |  |  |
| other information |
| National Insurance Number |  |
| Present (or last) employer and post and reason for leaving |  |
| Date of appointment (at current post) |  |
| Current salary(including relevant details of UPS/TLR payments etc, where applicable)If you work part-time please note the number of weekly hours worked and/or the full-time equivalent. |  |
| Current Notice Period |  |
| **Teaching posts only** |
| Teacher Reference Number |  |
| Qualified Teacher Status  | Yes/No |
| Date NQT year completed |  |

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| Further Education and Career History |
| Please supply a full history in chronological order of all training, further education, employment (including part-time work), self-employment and any voluntary work and any periods of unemployment since leaving secondary education providing start and end dates. Please provide reasons for any gaps in employment.Provide where appropriate explanations for any periods not in employment, self-employment or further education/training and in each case any reasons for leaving employment.**Please ensure that this section is completed as detailed above. Applications where this is not completed will not be considered further.** |
| Start Date(dd/mm/yy) | End Date(dd/mm/yy) | Details |
|  |  |  |
| Existing contacts within schoolPlease indicate if you know any existing employees or trustees at the Foundation, and if so, how you know them. |  |
| Co-Curricular ActivitiesPlease list any activities you are currently involved in and any you would be willing to offer |  |
| Personal statementPlease include a statement of the personal qualities and experience that you believe are relevant to your suitability for the role, and how you meet the person specification.*You can cover this in your accompanying letter, if so please state ‘See accompanying letter’.* |  |

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| Referees |
| 1. Please provide at least two referees.
2. One referee should be your current or most recent employer (this should be the Headteacher if you are currently working in a school).
3. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children.
4. For appointments with a key responsibility for the Catholic ethos of the school, a reference from your Parish Priest will be required.
5. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends**.

**Please note**: We take up references when candidates are called for interview; applicants not currently working in a school should contact us if they do not wish us to take up references immediately. |
| Title/Name and address(Current or most recent employer) | Title/Name and address | Title/Name and address |
|  |  |  |
| Telephone no. | Telephone no. | Telephone no. |
| Email address | Email address | Email address |
| Capacity (eg Headteacher/current employer) | Capacity  | Capacity  |
| Internal Use Only: |
| * Requested
 | * Requested
 | * Requested
 |
| * Received
 | * Received
 | * Received
 |
| * Verified
 | * Verified
 | * Verified
 |
| How did you hear about the position? |
| * Princethorpe Foundation website
 | * Foundation Newsletter
 | * TES
 |
| * Parish Priest
 | * Word of Mouth
 | * Facebook
 |
| * Linked In
 | * Twitter
 | * Total Jobs
 |
| * Instagram
 | * Professional body website (ie HMC, IAPS). *Please Specify:*
 |
| * Staff Referral. *Please Specify:*
 |
| * Other. *Please Specify:*
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| Rehabilitation of Offenders Act 1974 |
| The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain spent convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.Please note that candidates who are short-listed will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. The purpose of this self-declaration is so that short-listed candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received. |
|  | Yes | No |
| *Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?* |  |  |
| *Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?* |  |  |
| If **yes**, please supply details of all convictions in a sealed envelope marked ‘confidential’ and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. |
| SAFEGUARDING |
| The Foundation is committed to safeguarding and promoting the welfare of children. This includes ensuring we practice safer recruitment. A copy of the Foundation’s Safeguarding Policy can be found on the website. A copy of the Foundation’s policy on employment of ex-offenders can also be found on the website, this is included in the Safer Recruitment Policy. ***For appointments where the role involves engaging in regulated activity, please note that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.*** |
| DeclarationI confirm that the above information is complete and accurate and I understand that any offer of employment is subject to: a) references which are satisfactory to the school; b) a satisfactory DBS certificate at the required level, which may include a Barred List check where relevant to the role;c) where appropriate, a prohibition from teaching and prohibition from management check; d) the Foundation being satisfied that I am suitable to work with children (which may include the Foundation contacting my current or previous employer to ask about facts of any substantiated safeguarding allegations, including any disciplinary offences relating to the same);e) the entries on this form proving to be complete and accurate and f) a satisfactory medical report, if appropriate. I acknowledge that providing false or misleading information may result in my application being rejected or summary dismissal if I am offered and take up the position.  |
| Signature | Date |

Data Protection

The Foundation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Privacy Notice, available on our website.

Reasonable Adjustments/Arrangements for Interviews

Please contact us to let us know if you need the application form in an alternative format or if you require any adjustments if called for interview.

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| Internal use only | Yes | No | N/A |
| I have reviewed the applicant’s employment history since school and am satisfied with explanations relating to any gaps in employment. *Not applicable for volunteers.* |  |  |  |
| If no, has any discrepancy in the information been reviewed with the applicant and an appropriate note added to the application form. |  |  |  |
| I am satisfied with the references and all specific questions have been answered satisfactorily. |  |  |  |
| I have compared the references with the information on the application form. All the information provided about the candidate and her/his previous employment by the referee is consistent with the information provided by the applicant on the form.  |  |  |  |
| Has further clarification been required from referees? *Vague or unspecific points in references to be clarified with referees and an appropriate note added to the application form.* |  |  |  |
| If **yes** then state details: |
| Past disciplinary action or allegations have been considered in the circumstances of the individual case and an appropriate note added to the application form. |  |  |  |
| Has the applicant worked or been resident overseas. |  |  |  |
| If **yes** then state required checks to be made: (country/period of employment): |
| Overseas references and/or police checks reviewed and accepted:  |  |  |  |

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

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| I confirm I have checked all of the above:  |
| Name | (Safer Recruitment Panel Member) |
| Signature | Date |