

App No:

SALISBURY CATHEDRAL SCHOOL LTD - CONFIDENTIAL



1 The Close, Salisbury, Wilts. SP1 2EQ

Telephone: 01722 555300

e-mail: hr@salisburycathedralschool.com

APPLICATION FOR EMPLOYMENT – NON TEACHING POST

(Please complete in black ink in clear handwriting or type)

| | | |
|---|---|---|
| Position applied for: | | |
| Title: | Surname: Former Surname: Date used from – to : | First Names: <i>(please underline name by which you like to be known)</i> |
| Current Address: <i>(if living at any other address in the last FIVE years, please give details in the box below)</i> Date moved to this address (month and year): | | |
| Previous Address: Date moved to this address (month and year): | Previous Address: Date moved to this address (month and year): | |
| Work telephone number: Mobile number: | Home telephone number: E-Mail: | |
| Best time and number to contact you: | | |
| May we contact you at work? YES/NO | Where did you learn of this vacancy? | |
| Nationality: | National Insurance No: | |
| Marital Status <i>(and details of family if applicable)</i> | Full Driving Licence | YES / NO |
| | Own Transport | YES / NO |

CURRENT DETAILS

| | |
|---|-----------------|
| Current School / Company: | Present salary: |
| Position(s) held : | |
| How much notice are you required to give your present employer? Please state your reason for leaving: | |
| Do you need a work permit to work in the UK? | YES / NO |
| Do you need a visa to enter the UK and work here? | YES / NO |
| Have you opted into the Disclosure and Barring Service Online Update service? | YES / NO |
| If Yes do you give permission for us to make enquiries concerning this application? | YES / NO |
| Please provide your membership number | |
| Have you been disqualified from caring for a child (including your own child?) | YES / NO |
| Have you had a care order issued with respect to a child who has been in your care? | YES / NO |
| Membership of Professional Bodies or Associations: | |
| Please indicate if you know any existing employees or governors at the school, and, if so, how you know them: | |

EMPLOYMENT RECORD

Starting with your current situation, please supply a full history in chronological order (with start and end dates) of all employment, self-employment and any periods of unemployment since leaving secondary education, including details of any voluntary work. Provide where appropriate explanations for any periods not in employment, self-employment and in each case any reasons for leaving employment. Please continue on a separate sheet if necessary.

| Dates Employed | | Name & Address of Employer and type of establishment: | Position, Main Duties, Achievements: | Reason for Leaving: |
|----------------|----|---|--------------------------------------|---------------------|
| From | To | | | |
| | | | | |

| | | | | |
|---|--|--|--|--|
| | | | | |
| Please explain any gaps in your employment: | | | | |

EDUCATION AND QUALIFICATIONS

Education (from age 11)

| School(s) | Dates | Subjects | Grades |
|-----------|-------|----------|--------|
| | | | |

Higher Education (indicate whether full or part time)

| University / College | Dates | Qualification / Courses/ Subjects | Class |
|----------------------|-------|-----------------------------------|-------|
| | | | |

Professional Qualifications

| University / College / Awarding Body | Dates | Qualification / Courses/ Subjects |
|--------------------------------------|-------|-----------------------------------|
| | | |

Other qualifications, awards, achievements, skills, languages, publications and the like (with dates as appropriate)

Professional Development

Please outline the in-service training you have undertaken

| Course Details | Length | Date | Organised by |
|----------------|--------|------|--------------|
| | | | |

ACTIVITIES, HOBBIES AND INTERESTS

Please give details of any activities, hobbies or interest in which you participate and how you think they may enhance your input at the school

SUITABILITY

Please give your reasons for applying for this post and detail why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

REFERENCES

Please give details of at least **THREE** referees, one of which should be your present or most recent employer.

- Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.
- References will normally be sought prior to short-list interview.
- **References from relatives or referees writing solely in the capacity of friends will not be accepted.**

| | |
|--|---------------|
| Do we have your permission to obtain references prior to interview? | YES/NO |
|--|---------------|

| | |
|--|--|
| Referee 1: (Present or most recent employer) Name : Professional relationship: Address: Tel No(s): E-mail: | Referee 2: Name : Professional relationship: Address: Tel No(s): E-mail: |
| Referee 3: Name : Professional relationship: Address: Tel No(s): E-mail: | |

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|---|
| If you were known to any of your referees by another name, please give details: |
|---|

HEALTH AND DISABILITY

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|--|
| Do you consider yourself disabled under the Disability Discrimination Act? YES / NO <i>If YES, please give details of any reasonable adjustments that the company might need to consider in order to enable you to attend a possible interview and/or to carry out the job for which you have applied:</i> |
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DISCLOSURE AND BARRING SERVICE CHECKS

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the School which amount to regulated activity.

The role you are applying for meets the legal definition of regulated activity with children. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

Please read the points in the declaration below carefully. By signing the declaration you are confirming your eligibility to work with children.

DECLARATION

I understand that:

All appointments are subject to

- a) satisfactory references and a satisfactory medical report verifying your fitness to undertake the role
- b) a satisfactory DBS certificate and check of the Barred List and Prohibition List and interim prohibition list
- c) the entries on this form proving to be complete and accurate
- d) proof of identity, eligibility to work in the UK and qualifications
- e) a satisfactory probationary period. Exceptions are teachers who have successfully completed their statutory induction period as a newly qualified teacher and who cannot be required to complete a further period of probation.

The school reserves the right to check on any of the details which I have provided in my application and to secure additional information about me, if job-related; I hereby release from liability the employer and its representatives for seeking such information and all other persons or organisations for furnishing such information.

If I am currently working with children, on either a paid or voluntary basis, my current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is, for example, where a warning could no longer be taken into account in any new disciplinary hearing) and whether I have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. If I am not currently working with children but have done so in the past, that previous employer will be asked about these issues.

I further declare that:

- I am not named on the DBS Children's Barred List
- I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency)
- I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal
- I am eligible to work in the UK

All posts involving direct contact with children are exempt from the 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 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.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

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? (Y/N)?

If you have answered 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 & Barring Service before your appointment is confirmed.

Providing false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, and possible referral to the police.

I hereby declare that all the information I have given on this form and in my letter of application is correct to the best of my knowledge and that I have declared all material matters relevant to the application. If these requirements are not followed and this is discovered following appointment, I understand that this would constitute grounds for dismissal.

Signed: **Date:**

NOTES

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

How we use your information:

Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on the School website.

Safeguarding - Salisbury Cathedral School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

PLEASE RETURN THIS FORM TOGETHER WITH:

- A letter containing further information to support your application. The letter should set out how your expertise and experience match the requirements of the role and what attracted you to the post.
- A more traditional curriculum vitae (CV) if you wish. However, a CV received on its own or without a fully completed application form, will not be considered. "Please see attached CV" is not acceptable.