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**Application Form**

**Application Contents**

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|  |  |  |
| --- | --- | --- |
| **Section 1** | Personal Information | **Page 3** |
| **Section 2** | General | **Page 4** |
| **Section 3** | Teaching | **Page 4** |
| **Section 4** | Sanctions, Restrictions and Prohibitions | **Page 5** |
| **Section 5** | Professional Development | **Page 5** |
| **Section 6** | Employment | **Page 6** |
| **Section 7** | Self-employment, Unpaid Work & Gaps in Employment | **Page 7** |
| **Section 8** | Education | **Page 8** |
| **Section 9** | Outside Interests | **Page 9** |
| **Section 10** | Suitability | **Page 9** |
| **Section 11** | References | **Page 10** |
| **Section 12** | Health and Wellbeing | **Page 11** |
| **Section 13** | Criminal Record | **Page 12** |
| **Section 14** | Recruitment | **Page 13** |
| **Section 15** | Declaration | **Page 13** |

|  |  |  |
| --- | --- | --- |
|  | Appendix 1 | **Page 14** |

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| Thank you for your interest in applying. Please read through this form carefully and provide as much relevant information as possible. It is important that all responses are complete, and accurate. Before starting, take a few moments to review the entire form so you are aware of the questions and any documentation you may need to provide. If at any point you have questions or require assistance completing this form, please do not hesitate to contact us. We appreciate your time and effort in completing this application.  **If there is insufficient space, please continue on a separate sheet at the end of the application form giving page number and title heading.** |

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| Position applied for: |

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| **Section 1. Personal Information** | | | | |
| **Personal details** | | | | |
| Title: | Forename(s): | | | Surname: |
| Address: | | | Former name: (including maiden name) | |
| Postcode: | | | Preferred name: | |
| National Insurance Number: | | | | |
| How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years. | | | | |
| Previous address: | | Previous address: | | |
| Postcode: | | | Postcode: | |
| Length of time at address: | | | Length of time at address: | |

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| **Contact Details**  Please complete where applicable | |
| Mobile telephone number: | Home telephone number: |
| Work telephone number: | Email address: |
| Please state preferred telephone contact: | |

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| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. |

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| Section 2. General |
| Are you eligible for employment in the UK?  Have you read the School's Child Protection Policy?  Do you have a current full UK driving licence? |

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| Section 3. Teaching | | | |
| *Please complete if applying for a teaching facing role* | | | |
| Do you have Qualified Teacher Status? | | Yes | No |
| Teacher registration number (if applicable) |  | | |
| Please provide full details of membership of any professional bodies | | | |

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| Section 4. Sanctions, Restrictions and Prohibitions | | |
| *Please complete if applying for a teaching facing role* | | |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the National College for Teaching and Leadership (**NCTL**), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes | No |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes | No |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes | No |
| **If answering "Yes" to any of the questions in Section 3 please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form.** | | |

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| Section 5. Professional Development | | | | |
| Vocational qualifications, skills or training attended in the past three years  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. | | | | |
| Name of Course (and award if gained) | Provider | Full time/Part time | From | To |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| **Section 6. Employment** | | | |
| Most recent or current employment details | | | |
| Employer: | Job Title: | | |
| Employer's Address: | Employers Telephone Number: | | |
| Employers email address: | | |
| Brief description of responsibilities: | Start Date: | End Date: *if applicable* | |
| Current salary/salary on leaving: | | |
| Do you/did you receive any employee benefits? If so, please provide details of these, Reason for seeking other employment: | | | Logo  Description automatically generatedPlease state when you would be available to take up employment if offered: |

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| Section 6.  **Previous employment** | | |
| Please give details of employment history since leaving secondary education  Please continue on a separate sheet if necessary (page 16) | | |
| Name & address of employer: | Position held and/or duties: | Start date: |
| Job title: | Reason for leaving: | End date: |
|  | | |
| Name & address of employer: | Position held and/or duties: | Start date: |
| Job title: | Reason for leaving: | End date: |
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| Name & address of employer: | Position held and/or duties: | Start date: |
| Job title: | Reason for leaving: | End date: |

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| **Section 7. Self-employment, Unpaid Work & Gaps in Employment** |
| Please provide full details of all positions held in self-employment and unpaid work since leaving secondary education  If there are any gaps in your employment history, e.g looking after children, sabbatical year, please give details and dates. |
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| Logo  Description automatically generated**Section 8. University, College and Secondary Education** | | |
| Please provide full details of University, Academic and/or Higher education since leaving early primary education | | |
| Name of university, or School: | | |
| Subject: | Awarding Body: | Exam Date: |
| Result | Start date: | End Date: |
|  | | |
| Name of university, or School: | | |
| Subject: | Awarding Body: | Exam Date: |
| Result | Start date: | End Date: |
|  | | |
| Name of university, or School: | | |
| Subject: | Awarding Body: | Exam Date: |
| Result | Start date: | End Date: |
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| Name of university, or School: | | |
| Subject: | Awarding Body: | Exam Date: |
| Result | Start date: | End Date: |
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| Name of university, or School: | | |
| Subject: | Awarding Body: | Exam Date: |
| Result | Start date: | End Date: |
| **Section 9. Outside Interests** | | |
| Please give details of any interests, hobbies or skills that you could bring to St David’s College for the purposes of extra curricular activity | | |
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| Logo  Description automatically generated**Section 10. Suitability** |
| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and describe any 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. Please feel free to attach an additional sheet. |
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| **Section 11.**  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 / 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. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | | |
| **Referee 1** | | **Referee 2** | |
| Name: | | Name: | |
| Organisation: | | Organisation: | |
| Occupation: | | Occupation: | |
| Address: | | Address: | |
| Telephone number: | | Telephone number: | |
| Email: | | Email: | |
| May we contact prior to Interview? | | May we contact prior to Interview? | |
| Yes | No | Yes | No |
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| **Section 12. Health & Wellbeing** | | |
| Please provide us with any health and wellbeing we can provide you with in job interview or employment  All information you provide with us will remail confidential | | |
| Are there any special arrangements you might require attending an interview? | Yes | No |
| If yes, please give details here: | | |
| If offered the position applied for, (on the basis of the job description provided) are there any arrangements or adjustments that the School would need to make to enable you to carry out the role? | Yes | No |
| If yes, please give details here: | | |
| Logo  Description automatically generatedIn accordance with the guidance published by the DCSF 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 questionnaire the responses to which will be assessed by the School's medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the School's medical adviser to seek access to your medical records and/or for you to be referred to a specialist clinician. | | |

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| **Section 13.**  Criminal Record | | |
| An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. 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. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared. **You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see Appendix 1 to this form.** If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. **Before doing so please read Appendix 1.** | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules (see Appendix 1). | Yes | No |
| Is there any relevant court action pending against you? | Yes | No |
| If answering "YES" to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | |

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| **Section 14. Recruitment** |
| 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 or civil partnership status, religion or religious belief, disability or age. All new posts within the School are subject to a probationary period.  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.  A copy of the St David's College Safer Recruitment Policy is available on the School Website. Please take the time to read it.  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 normally be confidentially destroyed after six months. |

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| **Section 15. Declaration** | |
| * Logo    Description automatically generatedI confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body, whether of the UK or any other country. * I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008. * 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 and may amount to a criminal offence. * I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process. * I consent to the School making direct contact with the people specified as my referees to verify the reference. * I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. | |
| Signature: | Date |

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| ***Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 16.*** |

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**Spent convictions**

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| **Sentence** | **Rehabilitation period**  (in all cases the period commences from the date of the conviction) | |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Prison sentence of more than 4 years | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Youth rehabilitation order | N/A | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | At the end of the order | At the end of the order |
| Conditional discharge, binding over, care order, supervision order, reception order | At the end of the order | At the end of the order |
| Absolute discharge | Spent immediately | Spent immediately |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | End of the order | End of the order |
| Conditional cautions | Once conditions end | Once conditions end |
| Caution, warning, reprimand | No period | No period |

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You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

11 years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction;

it is your only offence;

it did not result in a custodial sentence; and

it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

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| Section 6.  **Previous employment continued** | | | |
| Please give details of employment history since leaving secondary education  Continuation of Employment History | | | |
| Name & address of employer: | | Position held and/or duties: | Start date: |
| Job title: | | Reason for leaving: | End date: |
|  | | | |
| Name & address of employer: | | Position held and/or duties: | Start date: |
| Job title: | | Reason for leaving: | End date: |
|  | | | |
| Name & address of employer: | | Position held and/or duties: | Start date: |
| Job title: | | Reason for leaving: | End date: |
|  | | |
| Name & address of employer: | Position held and/or duties: | Start date: |
| Job title: | Reason for leaving: | End date: |

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