CONFIDENTIAL

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| BCS Crest.jpg |

Registered Charity No1153948

**APPLICATION FORM**

PERSONAL DETAILS

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|  | APPLICATION FORM - BISHOP CHALLONER SCHOOL, SHORTLANDS, KENT  AND IN THE ARCHDIOCESE OF SOUTHWARK |

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| --- | --- |
|  | FULL DETAILS OF PRESENT POST Click here to enter text. |

Surname Click here to enter text. Title Click here to enter text.

Christian Names Click here to enter text.

Marital Status Click here to enter text. Religious Denomination Click here to enter text.

Previous name Click here to enter text. Date of BirthClick here to enter a date.

Nationality Click here to enter text.

Address Click here to enter text.

Home Telephone Number Click here to enter text.

Mobile Telephone Number Click here to enter text.

Email address: Click here to enter text.

National Insurance Number Click here to enter text.

If you are registered disabled, please state your number Click here to enter text.

Are you related to any member of the Governing Body YES  NO

Have you lived or worked abroad during the last five years? YES  NO

If so, give details Click here to enter text.

ADVERTISEMENT – Please state where you learned of this vacancy Click here to enter text.

**Availability**

If successful when could you take up this post? Please state the notice period required to terminate your present employment (if applicable) Click here to enter text.

**POST-16 EDUCATION AND TRAINING**

Please give information about any education received in this country or abroad, and qualifications obtained in chronological order, and up to the present date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Establishment**  **attended** | **Full or Part time** | **Qualifications** | **Dates attended** | |
| **From** | **To** |
|  |  |  |  |  |

Please continue on a separate sheet if necessary.

PRESENT POST Click here to enter text.

At Click here to enter text.

DETAILS OF PRESENT SALARY:

(Please supply all information requested as appropriate)

Gross Salary Click here to enter text.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EXPERIENCE  Please give further details of experience in chronological order. | | | | | | |
| Company | Name & type of Business |  |  | Post Held  and Duties | Dates | |
| From | To |
|  |  |  |  |  |  |  |

DETAILS of all other employment and unpaid experience after the age of 16, in chronological order, (for example family duties, voluntary work etc.) which you wish to be taken into consideration. If there are any gaps in your employment or education history, please explain them here.

Click here to enter text.

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| REFERENCES  Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (N.B. If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend). |
| Name Click here to enter text. Designation Click here to enter text.  Address Click here to enter text.  Telephone Click here to enter text.  Email Click here to enter text.  Name Click here to enter text. Designation Click here to enter text.  Address Click here to enter text.  Telephone Click here to enter text.  Email Click here to enter text.  Name Click here to enter text. Designation Click here to enter text.  Address Click here to enter text.  Telephone Click here to enter text.  Email Click here to enter text.  Do you agree to your present employer being contacted concerning this application  YES  NO |

Please note that we will contact the above referees if you are short-listed for this post and seek reference before interview.

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| --- | --- | --- | --- | --- |
| **EQUAL OPPORTUNITES MONITORING** – we wish to monitor continuously (in the strictest confidence) the progress of our Equal Opportunities Policy. Please help us by giving the fullest possible answers to the questions below**. Sex: M  F** | | | | |
| **Please indicate your cultural/ethnic origins:**  This information is included as part of the duty of the School to promote race equality and to ensure equal opportunities for all staff and is recommended by the Commission for Racial Equality. | | | | |
| **White** |  |  | |  |
| British | English | Scottish | | Welsh |
| Irish | Any Other White | Other: | | Please state |
| **Black, Black British, Black English, Black Scottish or Black Welsh** | | | |  |
| Caribbean | African | Other Black background: | | |
| **Asian, Asian British, Asian English, Asian Scottish or Asia** | | | |  |
| Indian | Pakistani | | Bangladeshi | Other |
| **Mixed** |  | |  |  |
| White/Black Caribbean | White & Black African | | White & Asian |  |
| **Chinese** |  | |  | **Prefer not to state:** |
| Chinese | Any other background: | |  | (Tick here:) |

**Personal Statement**

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.

Click here to enter text.

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| **Declaration by Applicant** |
| I understand that appointment to this post is subject to a satisfactory Enhanced Criminal Records Bureau disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, and subsequent amendments), I am required to disclose any record I may have of criminal conviction, cautions or bind-overs.\*  Have you a record of criminal convictions, cautions or bind-overs? NO  YES  (details)  \*Please note that information about criminal convictions, cautions and bind-overs will remain confidential and will only be made available to the interviewing panel if you are shortlisted. |
| I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body. |
| I understand that under the terms of the Asylum and Immigration Act 1996, if I am shortlisted for the post, I will provide for the Trustees, an original document\* showing my entitlement to work in this country. I confirm I am entitled to work in this country. *please tick*  \*Acceptable documents include a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport or any relevant authorisation allowing you to work in this country. |
| I appreciate that I must declare any family or close relationship with a member of the School’s Trustees or an employee of the School. I understand that my failure to do so may result in my disqualification. YES  NO  If yes, declare relationship below  I declare Click here to enter text. (if applicable) |
| I certify that all information given by me on each section of this form and in supporting documents is correct to the best of my knowledge and belief, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.  I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.  I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.  SIGNED: Click here to enter text. DATE: Click here to enter a date.  PRINT NAME: Click here to enter text. |