# https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRu6HAccAQsRVZF6wwe2u6C3PxNZX2cTgla0fNMz_yD5o4xyCothttp://www.toolkitattachments.co.uk/tickets/24116/coventrydbe03-10-13_20131004103156.jpg

Form: HR 11

# Application Form

Section A

Please note that if you have a disability and you require having this form, or submitting the information with regard to this form in another format, such as in larger print or audio-tape, please contact us by writing, emailing or telephoning our HR Department on 01788 422 800

|  |  |
| --- | --- |
| ***Post Applied For:*** |  |
| *Location:* |  |
| *How did you hear about this vacancy?* |  |

**Personal Details**

|  |  |
| --- | --- |
| **Surname (Including Preferred Title)** |  |
| **First Name(s)** |  |
| **Known As (not nickname)** |  |
| **Address (Inc. Postcode)** |  |
| **Home Telephone No:** |  |
| **Work Telephone No:** |  |
| **Mobile Telephone No:** |  |
| **E-Mail Address** |  |
| **National Insurance Number** |  |
| **Are you eligible to work in the UK?** | **YES ☐ NO ☐** |
| **Please state what documentation you can provide to demonstrate this** e.g. British Passport, EEA ID card, passport or travel document showing an authorisation to reside and work in the UK |
|  |
| **Note:** Should you be short listed, you will be asked to bring this documentation with you to the interview. A full list of eligible documents will be sent to you. **Any offer of employment will be subject to successful verification of your right to work in the UK.** |

**List 99**

|  |
| --- |
| We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and undergo appropriate checks. In view of this, you will subject to a List 99 check prior to interview. **Please provide your Date of Birth and any previous surnames used.** |
| **Date of Birth:** |  | **Previous Surnames Used:** |  |

Sections A, B and E of the Application Form will be detached prior to short-listing. Panel members will not have details of your personal information until after short-listing has been completed.

|  |
| --- |
| **For Office Use Only:** |
| **Application Number:** |  |

|  |
| --- |
| **For Office Use Only:** |
| **Application Number:** |  |

#

# Application Form

Section B

|  |
| --- |
| **Data Protection Statement**The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.If you succeed In your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner’s Office. |
| **DECLARATION****I acknowledge that the Diocesan Board of Education (DBE) is committed to safeguarding and promoting the welfare of children and young people and to this end hereby that I am not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).****I consent to a criminal records check if appointed to the position for which I have applied.** I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.**I agree to inform DBE if I am convicted of an offence after I take up any post within DBE.** I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.**I agree to inform DBE if I become the subject of a police and/or a social services/(Children’s Social care or Adult Social Services)/social work department investigation.** I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.**I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, and a medical report, all of which must be deemed by DBE as satisfactory.**I also declare that I will not contact any member of DBE to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details. |
| **Signed** |  | **Date** |  |

|  |
| --- |
| **For Office Use Only:** |
| **Application Number:** |  |

# Application Form

Section C

|  |
| --- |
| **If you are applying for a teaching post, please provide the following information:** |
| **Do you have QTS?** | **YES ☐ NO ☐** |
| **Are you registered with GTC?** | **YES ☐ NO ☐** |
| **If yes, please provide number:** |  |
| **If you qualified after September 1999, have you completed your NQT statutory induction year?** | **YES ☐ NO ☐** |
| **Note: DBE will require proof of essential qualifications detailed in the Person Specification at interview, this includes evidence of QTS, completion of Induction if applicable and registration with the GTC** |

**Continuous Service**

|  |
| --- |
| **DBE may recognise continuous service in Local Government Employment for all staff groups in order to calculate entitlements for redundancy.** |
| **What is your continuous service in LGE?** | (DD/MM/YY) |

**Note: If you are offered the position, your continuous service date will be verified with your previous employer. DBE will not recognise continuous service without verification.**

**Present Post Details**

|  |
| --- |
| **Name and address of current employer, school or establishment:** |
|  |
| **Telephone Number:** |  |
| **Local Authority (if applicable):** |  |
| **Age range of school (if applicable):** |  |
| **Date of appointment to organisation** (DD/MM/YY): |  |
| **Job Title** |  |
| **Contract Type** |  **Full Time ☐ Part Time ☐**  |
|  **Temporary ☐ Permanent ☐** |
| **Date of appointment to post, if different** (DD/MM/YY): |  |
| **Notice period required** |  |
| **Salary/Allowance Detail:** |  |
| **Reason for Leaving:** |  |

**Previous Employment**

Please list your most recent position first and continue on a separate sheet where necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and address of employer**(if this is a school please include name of LA and age range of school) | **Position held**(Please state if Full-time, Part-time or Supply) | **Start Date**(mm/yyyy) | **End Date**(mm/yyyy) | **Reason for Leaving** | **Salary** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Please use the space below to explain gaps in your employment.** |
|  |

**Previous Employment with Children**

|  |
| --- |
| **Other than the employment mentioned above, have you ever worked within a role that involved contact with children or young people?** |
| **YES ☐ NO ☐**  |
| **If yes, please provide details below. DBE reserve the right to contact any of your previous employers.** |
| **Name and address of employer** | **Position held**(Please also state if Full-time or Part-time) | **Start Date**(mm/yyyy) | **End Date**(mm/yyyy) | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

**Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **School\College\University** | **Qualification** | **Subjects Taken** | **Full/Part time** | **Examination Results/Grades** |
|  |  |  |  |  |  |

|  |
| --- |
| **Other Professional Qualifications** including membership or Professional Bodies  |
|  |

|  |
| --- |
| **Other Experience Relevant to the Post** e.g. Work Experience, Voluntary positions  |
|  |

|  |
| --- |
| **Personal Interests**  |
|  |

If you need to give more information about any of the above, please continue on a separate sheet.

|  |
| --- |
| **For Office Use Only:** |
| **Application Number:** |  |

# Application Form

Section D

|  |  |
| --- | --- |
| **Post Applied For:** |  |

Please complete the following sections, using additional space if necessary.

|  |  |
| --- | --- |
| **1.** | **How do your personal qualities and professional experience qualify you for this position?**Please refer to the Job Description and Person Specification documents, |
|  |

|  |  |
| --- | --- |
| **2.** | **How would you incorporate your philosophy of education in to a Church of England Academy?** |
|  |
| **3.** | **Professional Skills**Please provide a brief statement setting out how you have developed your professional skills. |
|

|  |  |
| --- | --- |
| **4.** | **Professional Skills**On no more than 2 sides of A4 provide an account of how you would motivate and challenge staff and students to raise expectations and achieve excellence. Please include how you would monitor your own effectiveness in this and that of others? |

 |
| **Training Courses** (relevant to this application and taken within the last 5 years): |
| **Course Title** | **Date** | **Venue** |
|  |  |  |
|  |  |  |
|  |  |  |
| If necessary, please continue on a separate sheet |

**Relatives/Other Interests**

|  |  |
| --- | --- |
| **Are you currently or have you ever been an employee or volunteer for any DBE project?** | **YES ☐ NO ☐** |
| **If yes, please name the project:** |  |
| **Are you related to, or know personally, any DBE employee?** | **YES ☐ NO ☐** |
| **Name of person:** |  |
| **Position held within DBE** |  |
| **Relationship of person to you:** |  |

|  |  |
| --- | --- |
| **Have you applied previously for a post within DBE?** | **YES ☐ NO ☐** |
| **If yes, please give details:** |  |

**Safeguarding Children & Young People**

|  |
| --- |
| **DBE are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment to undergo appropriate checks. Any offer of appointment is subject to satisfactory DBS (Disclosure Barring Service) Enhanced Disclosure Check.** |

|  |  |
| --- | --- |
| **Have you ever been the subject of an investigation or enquiry into abuse of, or inappropriate behaviour with children or young people?** | **YES ☐ NO ☐** |
| **Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?** | **YES ☐ NO ☐** |
| **If you have answered ‘Yes’ please give full details, continuing on a separate sheet if necessary** |
|  |

**Criminal Convictions**

|  |
| --- |
| **This appointment is excluded from the non-disclosure provisions under the Rehabilitation of offender Act 1974. Applicants must declare and convictions which for other purposes are “spent” and in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information will be treated confidentially.** |

|  |  |
| --- | --- |
| **Have you ever been charged with, cautioned or convicted of a criminal offence?** | **YES ☐ NO ☐** |
| **Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?** | **YES ☐ NO ☐** |

**If yes, please attach details including the offence and date.**

**Referees**

|  |
| --- |
| **Please give the name and address of two people whom we may contact for a reference. One of these should be from your current or most recent place of employment, although DBE reserves the right to contact any of your former employers. If you have previously been employed in education the Headteacher or Head or HR from this establishment should be included. Please do not provide personal or character references.****In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this, please do not hesitate to contact our Human Resources Department.** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1st Referee** | **2nd Referee** | **3rd Referee (must be able to comment upon your ability to lead a CofE academy)** |
| **Name** |  |  |  |
| **Status** |  |  |  |
| **Organisations** |  |  |  |
| **Relationship** |  |  |  |
| **Address** |  |  |  |
| **Tel. No** |  |  |  |
| **Fax. No** |  |  |  |
| **E-mail Address** |  |  |  |
|  | Is this referee aware of your application for this post?**Yes ☐ No ☐**Are you willing for this referee to be approached prior to interview?**Yes ☐ No ☐** | Is this referee aware of your application for this post?**Yes ☐ No ☐**Are you willing for this referee to be approached prior to interview?**Yes ☐ No ☐** | Is this referee aware of your application for this post?**Yes ☐ No ☐**Are you willing for this referee to be approached prior to interview?**Yes ☐ No ☐** |

|  |
| --- |
| Please return your completed application by email or by post to: camillia.salter@covcofe.orgCamillia SalterDiocese of Coventry MATThe Benn Education Centre,Claremont Road,Rugby,CV21 3LU.**If returning this application electronically you are confirming that the information is true and accurate to the best of your knowledge. If you are short listed for this post you will be required to sign your application form prior to interview.**  |