

ST BEES SCHOOL

A member of the Full Circle Education Group

The Appointment of the Director of Operations and Finance

# Application Form

Name: Click or tap here to enter text.

Please complete the application form electronically in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand. Please send your application form to the Headmaster. There is no need to write a separate covering letter since your supporting statement should be of sufficient detail to cover these aspects.

All applications received are handled in accordance with the requirements of Data Protection Legislation.



Personal Information

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| --- | --- | --- |
| Title: | Surname: Click or tap here to enter text. | |
| Forenames: Click or tap here to enter text. | |
| Any Previous Surname(s): Click or tap here to enter text. | | |
| Address:  Click or tap here to enter text. | | |
| *Please asterisk the telephone number you would prefer us to contact you on* | | |
| Tel No (Home): Click or tap here to enter text. | | |
| Tel No (Work): Click or tap here to enter text. | |  |
| Mobile No: Click or tap here to enter text. | |  |
| Email: Click or tap here to enter text. | |  |
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# Education and Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Senior school(s) attended | Dates: mm / yy  From To | | A levels or equivalent,  dates awarded | Grades |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other achievements/interests at school  Click or tap here to enter text. | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| University or other Higher Education institution | Dates: mm / yy  From To | | | | Degree and Awarding Body,  dates awarded | Class |
| Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. |
| Other achievements/interests at university  Click or tap here to enter text. | | | | | | |
| Other awards, qualifications and courses attended (please include any CPD)  Click or tap here to enter text. | | | | | | |
| College, Education Centre or Institution | | Dates  From To | | | Award/Course Title and Qualification | |
| Click or tap here to enter text. | | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | |
|  | |  | |  |  | |

# Employment History

Starting with your current / most recent position, please provide details of your employment since leaving full-time education.

Note: To satisfy the requirements for safer recruitment we need to ask for your full employment record. Any gaps between jobs or between finishing education and first employment should be added in Section 4.

|  |  |  |  |
| --- | --- | --- | --- |
| Current Position | | | |
| **Dates of**  **Employment** | | Name and Address of Employer | Job Title and brief summary of main responsibilities of the position |
| **From**  mm / yy | **To**  mm / yy |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Current salary and package**:** Click or tap here to enter text. | | | |
| Notice period**:** Click or tap here to enter text. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Positions – starting with most recent | | | |
| **Dates of**  **Employment** | | Name and Address of Employer | Job Title and brief summary of main responsibilities |
| **From**  mm / yy | **To**  mm / yy |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  |  |  |

# Gaps in Employment

Please give details of any gaps in employment since leaving full-time education

|  |  |  |
| --- | --- | --- |
| Start date  mm / yy | Finish date  mm / yy | Reason |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Supporting Statement

|  |
| --- |
| Use this space to explain your reasons for applying; what you feel you can bring to the role you have applied for and how your experience to date has prepared you for this role. |
| Click or tap here to enter text. |

# Interest and activities

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| --- |
| Please tell us about your interests and activities. The capacity of applicants to make a telling contribution to our programme of activities for the pupils is of particular interest. |
| Click or tap here to enter text. |

# Referees

Please provide the names and addresses of three referees. At least two should be from employers, including a referee from your current or most recent employer.

Please indicate yes or no in the alongside each name.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Click or tap here to enter text. |  | Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |  | Address | Click or tap here to enter text. |
| Tel | Click or tap here to enter text. |  | Tel | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |  | Email | Click or tap here to enter text. |
| Occupation | Click or tap here to enter text. |  | Occupation. | Click or tap here to enter text. |
| Professional relationship to applicant | Click or tap here to enter text. |  | Professional relationship to applicant | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address  Postcode | Click or tap here to enter text. |
| Tel No | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Occupation | Click or tap here to enter text. |
| Professional relationship to applicant. | Click or tap here to enter text. |

# Equal opportunities

St Bees School is an equal opportunity employer. Its policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, sexual orientation, marital status, age, religion or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure that individuals are selected on the basis of their individual and relevant merits and abilities. All employees are given equal opportunities and, where appropriate, special training to progress within the School.

|  |  |
| --- | --- |
| **Working in the UK** | |
|  | **Yes / No** – please delete as appropriate |
| Do you have any restrictions on taking up employment in the UK? | Click or tap here to enter text. |
| If you have answered yes, please answer the following two questions: | |
| Do you require a work visa to be employed in this country? | Click or tap here to enter text. |
| If you possess a work visa, please give details: | |
| **Reasonable adjustments** |  |
| Do you have any disability that may require reasonable adjustments to be made during the selection process? If yes, please give details below: | Click or tap here to enter text. |
| **Conflict of interest** | |
| Do you have any connection with the School you have applied for? If yes, please provide brief details below: | Click or tap here to enter text. |

# Recruitment Checks

St Bees School is a “registered body” under the Police Act 1997 because employment there involves access to children under the age of eighteen. This post will require an enhanced DBS check from the Disclosure and Barring Service (formerly Criminal Records Bureau) and a check against the Children’s Barred List before an offer of employment. You will need to apply for a new disclosure, even if you already hold one. Alternatively, if you are registered with the DBS Update Service, you will need to provide your reference number and permission to undertake a search. This will also apply to former members of staff who re-join unless less than three months have passed between their leaving and their re-employment date. If you have lived or worked abroad for a period of three months or more during the past five years you will also need to provide appropriate paperwork, such as a police certificate of good conduct, from the countries you have lived in.

|  |  |
| --- | --- |
| **Additional Identification** | |
| Click or tap here to enter text. | |
| **Disclosure and barring checks** | **Yes / No** – please delete as appropriate |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Click or tap here to enter text. |
| Is there any reason why you may not be suitable to work with children or vulnerable adults? If yes, please explain: | Click or tap here to enter text. |
| Have there been any Child Protection concerns/investigations about you in the past? If yes, please explain: | Click or tap here to enter text. |
| Have you have lived abroad for a period of three months or longer within the last five years? If yes, please give dates and country/ies and be aware that you will need to provide a Police Certificate of Good Conduct from the country/ies. | Click or tap here to enter text. |

# Declarations

I confirm that this information is, to the best of my knowledge, true and complete.

\* I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and binding-over orders, other than those protected under the 2013 Exceptions Order to that Act, must be declared. I have not been disqualified from working with children, am not named on the Children’s Barred List, am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council) and either I have no unprotected convictions, cautions, reprimands or final warnings, or I have attached details of any of these in a sealed envelope marked “confidential – not to be opened until the short-list stage if applicable”.

\* I understand that, if successful, I shall be subject to enhanced clearance through the Disclosure and Barring Service (DBS), and be checked against the Children’s Barred List.

\* In addition to taking up references, the School may undertake an internet search of social media.

\* I understand that the School are authorised to obtain references and may approach my nominated referees as indicated above for information to verify particular experience or qualifications.

\* I understand that 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 where the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing, for example); also 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, then I understand that a previous employer where I worked with children will be asked about those issues.

\*I understand that providing false information is an offence and could result in my application being rejected, or in summary dismissal if I have been appointed; also in possible referral to the police.

\* I agree that the organisation may use the information contained on this form for the purpose of processing my job application and for any other legitimate purpose of the business.

\* I understand that any offer of employment made by the School will be conditional on receipt of satisfactory references and medical report.

Signed ­­ Date Click or tap here to enter text.

Click or tap here to enter text.

**For office use only**

Click or tap here to enter text.

# ****EQUAL OPPORTUNITIES MONITORING FORM****

|  |
| --- |
| This section of the form will be detached from your application and will be used solely for monitoring purposes.  This form will be kept separately from your application.  [Name of School] recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.  We welcome applications from all sections of the community.  You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.  All information provided will be treated in confidence.  Please complete the form as you feel is most appropriate for you. |

**Position applied for**:

|  |
| --- |
| **White:** ☐ British                                                                                                                                       ☐ Any other white background\* |
| **Mixed:** ☐ White and Black Caribbean         ☐ White and Black African     ☐ White and Asian        ☐ Any other mixed background\* |
| **Black or Black British**: ☐ Caribbean                                      ☐ African                                                                         □ Any other Black background\* |
| **Asian or Asian British**: ☐ Indian                                             ☐ Pakistani                             ☐ Bangladeshi  ☐ Any  other Asian background\* |
| **Chinese or other Ethnic Group:** ☐ Chinese                                         ☐ Other Ethnic Group\* |
| \*Please specify |
| **Gender**  Please specify Male ☐ Female ☐ |
| **Date of Birth** Click or tap here to enter text. |
| **Do you consider yourself to have a disability:**   ☐ Yes                       ☐ No If yes, please state nature of disability:   Click or tap here to enter text. |
| The Equality Act defines disability as "A physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities" |

If you wish, you may disclose information about yourself in this section about your:

|  |
| --- |
| Religion Click or tap here to enter text. |
| Sexual orientation Click or tap here to enter text. |
| **How did you become aware of this vacancy?**  Media:              Click or tap here to enter text.  Date:  Click or tap here to enter text.  Reference: Click or tap here to enter text. |

