

**APPLICATION FORM FOR NON TEACHING STAFF - STRICTLY CONFIDENTIAL**

Please complete this form electronically, it is available on our vacancies page on the website churcherscollege.com. In compliance with guidelines “Keeping Children Safe in Education” all applicants are required to complete the standard application form. Applications should be accompanied by a covering letter and you may include a CV in addition, but not instead of the completed form.

Applications should be sent to Mr Simon Williams, Headmaster, Churcher’s College, Ramshill, Petersfield, Hampshire GU31 4AS or emailed to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com)

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| Position Applied For: |  |

**PERSONAL DETAILS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | First Name |  |  |
| DOB |  | Preferred Name |  |  |
| Title |  | Previous Surname |  |  |
| Address |  |  |  |  |
| E- Mail |  |  |  |  |
| Telephone number(s) | | Day |  |  |
|  |  | Evening |  |  |
|  |  | Mobile |  |  |

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| --- | --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | | | | Yes | No |
| Have you lived abroad for more than three months in the past five years? | | | | Yes | No |
| Current salary |  | Notice Period |  | | |
| National Insurance Number | | | |  |  |
| Do you hold a full UK driving licence? | | | | Yes | No |
| Do you have any links to Churcher’s College? (e.g. parent, former parent, former pupil if so please give details). | | | | | |

**EDUCATION:**

Please give details of education from the age of 11, starting with the most recent: Please add rows if required.

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| --- | --- | --- | --- | --- | --- |
| **Institution** | **Qualifications with subjects and grades awarded** | **Date** | | | |
| **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
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**OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING**

Please provide details of any vocational qualifications or skills you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include dates and results where appropriate.

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**EMPLOYMENT HISTORY**

Please give details of your employment history since leaving full-time education, starting with the most recent. If there are gaps in employment history of more than one month, e.g. looking after children, sabbatical year, travel etc. please give brief details and dates. Please add rows if required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Position held and or duties** | **Date** | | | | **Reason for leaving** |
| **From** | | **To** | |  |
| **Month** | **Year** | **Month** | **Year** |  |
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**SUITABILITY**

Please give your reasons for applying for this post and detail all your experience, skills and abilities relevant to the post. Please include voluntary work and unpaid duties if applicable.

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**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 reference 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 reference on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the school receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have worked overseas the School may take up references from your overseas employer. The School may also telephone your referees in order to verify the reference they have provided.

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| --- | --- |
| Referee 1  Name:  Organisation:  Address:  Email | Referee 2  Name:  Organisation:  Address:  Email |
| Telephone number:  Occupation: | Telephone number:  Occupation: |
| May we contact prior to Interview?  Yes  No | May we contact prior to Interview?  Yes  No |

**SAFEGUARDING/CRIMINAL RECORD**

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service, including Children’s Barred List check for 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. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. 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](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)” 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**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks)**.** 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 to the School’s objective assessment procedure set out in the School’s recruitment, selection and disclosure policy and procedure.

We are therefore obliged to ask the following:

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| 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 DBS filtering rules.** | 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. | | |

**SANCTIONS, RESTRICTIONS AND PROHIBITIONS**

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| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (formerly **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 section128 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 above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your application form.** | | |

**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.

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 School’s recruitment policy and child protection policy is available to download from the School’s website.

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.

We will use the information which you have provided on this form, and which we collect from other sources such as from references and from the Disclosure and Barring Service for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children and young people).

**DECLARATION**

* I 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 named on the Children’s Barred List or otherwise disqualified from working with children.
* I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.
* I consent to the School making direct contact with people specified as my referees to verify my reference.
* I confirm that, to the best of my knowledge, I am not disqualified from working in the early years provision or later years provision with children under the age of eight.

Signed……………………………………………………… Print Name……………………………………………….

Dated………………………………………………………

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.