APPLICATION FORM – TEACHING AND NON-TEACHING POSTS

Please complete ALL sections. ***Sections 1-6 of the application form will be used to shortlist candidates for interview.***			
POST APPLIED FOR:		CLOSING DATE:	
1. PERSONAL DETAILS (please complete in block letters)			
Title by which you wish to be referred: Mr/Mrs/Miss/Ms/Other/No title)		Last Name:	
First name(s)			
Address for correspondence:		Postcode:	
Home telephone no:		Mobile telephone no:	
Work telephone no: Extension (if applicable):			
Email address:			
2. PRESENT OR LAST EMPLOYER			
Name and address of employer:		Name and address of establishment where employed (if different):	
Postcode:		Postcode:	
Nature of business:		Job title:	
Present annual salary or weekly income (gross):		Scale/Band and point: Allowances:	
Hours worked per week:		Other benefits (if applicable):	
Date appointed:		Notice required or leaving date if already left	
Reason for leaving:			
Brief description of duties:			
3. PREVIOUS EMPLOYMENT			

Start with the most recent first.

Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary).

Employer name & address	Job title	Salary/income	Full or part-time (if part-time, give hours)	Dates (month/year)		Reason for leaving
				From	To	

4. EDUCATION, TRAINING & QUALIFICATIONS

(Please continue on separate sheet if necessary). Please start with the most recent.

Secondary School/College/University	Dates		Qualifications gained (state level)	Grade/class of degree	Date
	From	To			

OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)		
Organising Body	Course title	Length of course

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of body	Type of membership	Date obtained

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.

NOTE: Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.

6. REFEREES

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to obtain references. Please provide details of two referees below that we can contact for a reference. Friends and relatives are **NOT** acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

The Trust reserves the right to approach any previous employer or manager.

Please sign the form found at **appendix 1** to consent to us contacting your referees for a reference.

Please note: If you are shortlisted and invited to an interview, referees will be contacted, and references obtained prior to interview in line with current statutory guidance.

Name (Referee 1):		Name (Referee 2):	
Title	Mr/Mrs/Miss/Ms/other	Title	Mr/Mrs/Miss/Ms/other
Role:		Role:	
Organisation (if appropriate):		Organisation (if appropriate):	

Address:		Address:	
Postcode:		Postcode:	
Telephone No:		Telephone No:	
Email address:		Email address:	
How long known?		How long known?	

7. PROTECTION OF CHILDREN

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

The Trust will carry out additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: criminal records checks for overseas applicants
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:
https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020

so that a police check can be carried out if you are offered an appointment.

If you are subsequently employed by the Trust and it is found that you failed to disclose any relevant previous convictions or cautions as defined above, this could result in dismissal, or disciplinary action being taken by the Trust. During the course of your employment with the Trust, should you be arrested by the police you are obliged to notify the Headteacher/CEO of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

8. GENERAL	
If you have ever lived or worked outside of the UK please give further details.	
Please give details of any dates within the next month when you will not be available for interview. We cannot guarantee being able to offer you an alternative date.	
Do you hold a current full driving licence?	YES ☐ NO ☐
Do you have regular use of a vehicle?	YES ☐ NO ☐
You are required to declare below any relationship with or to an employee of the Trust. Please state name and position:	
Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below.	YES ☐ NO ☐
This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed.	
9. REASONABLE ADJUSTMENTS FOR A DISABILITY	
If you are disabled and believe that you may require adjustments to this application process, please give details below of how we can ensure that you are offered a fair selection and interview process or if you would prefer, please contact the school office to discuss any requirements. Please note that if you believe adjustments would only be required for a later stage of the process (such as at interview stage), you are not required to provide information in this form.	
10. HEALTH/MEDICAL DETAILS	
Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination	
11. DATA PROTECTION	
In completing this application form you should refer to the Staff Privacy Notice sent out with this document. The personal information collected on this form will be processed to manage your application in accordance with the Staff Privacy Notice. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside the Trust without first seeking your permission unless there is a statutory reason for doing so. If you are not shortlisted	

or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Staff Privacy Notice.

12. DECLARATION
I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post. I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with Chester Diocesan Learning Trust.

Signed	Date

Appendix 1: Reference Consent Form

I can confirm that I am happy for the Trust to contact my referees to obtain written references.

I understand that I can withdraw my consent at any time by contacting the Trust.

Name: ----------

Signature: ----------

Job Title: ----------

Date: ----------