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**BBISHOP RAWSTORNE CHURCH OF ENGLAND ACADEMY**

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| **APPLICATION FORM FOR SUPPORT STAFF POSTS** |

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| **VACANCY** |
| **Job title:** |   |
| **Where did you hear about this vacancy?** |   |

The details supplied by you on this form are confidential, and will form part of the personnel record of the successful candidate.

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| **PERSONAL DETAILS** |
| **Title:** |   |
| **First name(s):** |   |
| **Last name:** |   |
| **Previous name(s):** |   |
| **Address:** |   |
| **Telephone number(s):** | Mobile:  | Home:  |
| **Email address:** |   |
| **National Insurance number:** |   |

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| **EMPLOYMENT HISTORY** |
| Please list all the jobs in your employment history, starting with the most recent. **Include all paid and voluntary work, giving exact dates and reasons for any gaps in employment.**  |
| **MOST RECENT POST** |
| **Job title:** |   |
| **Name and type of organisation:** |   |
| **Address:** |   |
| **Annual salary:** |   |
| **Date from:** |   |
| **Date to:** |   |
| **Period of notice required** **(if applicable):** |   |
| **Reason for leaving:** |   |
| **Please provide brief details of duties and responsibilities:** |   |
| **PREVIOUS EMPLOYMENT** |
| **Job title:** |   |
| **Name and type of organisation:** |   |
| **Address:** |   |
| **Annual salary:** |   |
| **Date from:** |   |
| **Date to:** |   |
| **Reason for leaving:** |   |
| **Please provide brief details of duties and responsibilities:** |   |

Please list all other jobs held and explain any gaps.

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| **OTHER EMPLOYMENT HISTORY**  |
| **Name / address of employer** | **Type of organisation** | **Job title** | **Date from – date to**  | **Duties / responsibilities** | **Reason for leaving** |
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| IF THERE ARE ANY PERIODS OF TIME THAT HAVE NOT BEEN ACCOUNTED FOR (E.G. PERIODS OF TRAVEL, OR CARING FOR OTHERS) PLEASE GIVE DETAILS BELOW WITH DATES. THE INFORMATION MUST PROVIDE A COMPLETE CHRONOLOGY FROM THE AGE OF 18. **PLEASE ENSURE THERE IS AN EXPLANATION FOR ANY GAPS IN YOUR EMPLOYMENT AND EDUCATIONAL HISTORY.**  |
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| **EDUCATION AND QUALIFICATIONS** |
| **Applicants will be required to provide original documentary evidence of all qualifications.** |
| **Name of school / college / university** | **Qualifications /grades obtained** | **From** | **To** | **Date awarded** |
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| **TRAINING** |
| **Date** | **Course title** | **Course provider** | **Qualification obtained** |
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| **SUPPORTING INFORMATION - SKILLS, EXPERIENCE AND KNOWLEDGE** |
| Please submit a statement below detailing the skills, experience and knowledge that make you suitable for the role. We would like to hear how you meet the requirements specified in the advert, job description and the person specification.  |

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| **ADDITIONAL INFORMATION AND DISCLOSURES**  |
| **ELIGIBILITY TO WORK IN THE UK** |
| In line with the amendment to the Immigration, Asylum, and Nationality Act 2006 every employer must check that a prospective employee has the correct eligibility to work in the UK. It is a criminal offence to employ a person who is subject to immigration control, unless they have documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. A copy of the evidence will be taken and kept on the personnel record of any successful candidate. |
| Do you have an entitlement to work in the UK? **YES [ ]  NO [ ]**  |
| **CONNECTED PERSONS** |
| Please state whether you are related to, or have a relationship with any existing employee or trustee. | **YES** [ ]  **NO** [ ]  |
| **DISMISSALS** |
| Have you ever been dismissed from any employment for any reasons other than redundancy?  **YES** [ ]  **NO** [ ] If YES please give details below, including dates, reasons and employer. |
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| **DISCLOSURE OF CRIMINAL BACKGROUND** |
| You are applying for a position which involves working with children and young people or is a position of trust. This post meets the requirements for a criminal record history check (DBS check, previously called a CRB check) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). You are required to declare within your application whether you have any convictions (including spent convictions), cautions, reprimands or final warnings which would not be filtered in line with the guidance. If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked ‘Confidential Disclosure Form’. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form. Guidance can be found on the following websites:<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide><https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974><https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> |
| **If you are successful in being appointed to the post, you will be required to apply for a DBS check from the Disclosure and Barring Service. Guidance on how to do this will be provided following appointment. Failure to comply with the request to apply for a DBS check could result in your conditional offer of appointment being withdrawn.** A DBS check will reveal any convictions, cautions, reprimands or final warnings that are not subject to filtering.Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide 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. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. |
| **SAFEGUARDING** |
| Bishop Rawstorne Church of England Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring Service (DBS) check along with other relevant employment checks.Please answer the following questions. Incomplete or misleading responses may jeopardise your possible employment. |
| Have you ever completed an enhanced DBS?*If yes, please provide the issue date of your most recent certificate.* | Yes [ ]  No [ ]  |
| Date: |   |
| Have you been barred from working with children?  | Yes [ ]  No [ ]  |
| Are you aware of any reasons why you would not be considered as suitable to work with children? | Yes [ ]  No [ ]  |
| Have you lived, worked or been on holiday outside of the UK in the proceeding ten (10) years and stayed in any one country for a period of more than 3 months?*If yes, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned if you are successful at interview* | Yes [ ]  No [ ]  |

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| **REFERENCES** |
| Please provide the names and contact details of at least two referees who can comment on your suitability for this position. One must be your present or last employer.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.Current or previous employers will be asked about disciplinary investigations and procedures relating to children including any child protection concerns. Please be aware that we reserve the right to contact previous employers to verify particular experience or qualifications whether or not you have included them as a referee.Our preference is to request references by email – please provide an email address where possible |
| **CURRENT OR MOST RECENT EMPLOYER**  |
| Please tick this box if you do not want this referee to be contacted prior to interview [ ]   |
| **Name:** |   | **Job title:** |   |
| **Capacity in which you know referee:** |   |
| **Organisation:** |   |
| **Email address:** |   |
| **Telephone number:** |   |
| **Address:** |   |
| **Is the referee your relative or partner?** |  Yes [ ]  No [ ]  |
| **SECOND REFEREE** |
| Please tick this box if you do not want this referee to be contacted prior to interview [ ]   |
| **Name:** |  | **Job title:** |   |
| **Capacity in which you know referee:** |   |
| **Organisation:** |   |
| **Email address:** |   |
| **Telephone Number:** |   |
| **Address:** |   |
| **Is the referee your relative or partner?** |  Yes [ ]  No [ ]  |

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| **DISCLOSURE** |
| By submitting this application form, I certify that the information contained in this application form is accurate and true. I understand that by deliberately giving false incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police. |
| I give my consent to the processing of data contained, or referred to, in this application in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 for the purposes of recruitment and selection and throughout any subsequent periods of employment for pre-employments checks, equal opportunities monitoring, payroll operations and training and absence records. |
| **Signed:** |   |
| **Date:** |   |

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| **DIVERSITY MONITORING IN RECRUITMENT** |
| It is our policy to ensure all appointments are made on merit. The details that you disclose under this section are for monitoring purposes only and to ensure that our recruitment processes remain fair for all applicants. The information you provide will be removed before shortlisting begins and be held in accordance with the General Data Protection Regulation (GDPR) for the purposes of anonymous reporting. This information will also form part of the successful candidate’s personnel record. |

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| **DIVERSITY** |
| **Gender:** |   | **Is your gender the same as at birth?** | **Yes** [ ]  **No** [ ]  |
| **Religion:** |   | **Date of birth:** |   |
| **Marital status:** |   |

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| **ETHNIC ORIGIN** |
| **White** |
| English / Welsh / Scottish / Northern Irish / British |[ ]
| Irish | [ ]  |
| Gypsy or Irish Traveller | [ ]  |
| Any other White background |[ ]
| **Mixed / Multiple Ethnic Groups** |
| White and Black Caribbean | [ ]  |
| White and Black African | [ ]  |
| White and Asian | [ ]  |
| Any other Mixed/ Multiple ethnic background | [ ]  |
| **Asian / Asian British** |
| Indian | [ ]  |
| Pakistani | [ ]  |
| Bangladeshi | [ ]  |
| Chinese |[ ]
| Any other Asian background |[ ]
| **Black/ African/ Caribbean/ Black British** |
| African | [ ]  |
| Caribbean | [ ]  |
| Any other Black/ African/ Caribbean background | [ ]  |
| **Other Ethnic Group** |
| Arab | [ ]  |
| Any other ethnic group | [ ]  |
| **Please tick if you do not wish your ethnic origin to be recorded** |[ ]

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| **CARING RESPONSIBILITIES** |
| Is there anyone who relies upon you for care AND that you assist with their daily routine? Yes [ ]  No [ ] If yes, please indicate who you provide such care for? Adults (18 over)[ ]  Children [ ]  |
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| **DISABILITY STATUS** |
| Do you consider yourself to be disabled? Yes [ ]  No [ ]  Prefer not to say [ ]  |
| Please specify any arrangements we can make to assist you if you are invited for interview/assessment |
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