**St Christopher’s CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Once you have completed your online Application Form in FULL, please submit it via email to head@st-christophers.org for the attention of Mrs Grimshaw.

Please note that, in the interests of economy, the receipt of an application is not acknowledged. If you have not been contacted within seven days of the closing date, you should assume that your application has not been successful.

**Vacancy Details**

|  |  |
| --- | --- |
| Position applied for:  |       |
| Contract type: | Permanent [ ]  Temporary [ ]  |
| Contract term: | Full-time [ ]  Part-time [ ]  Job share [ ]  |

**Applicants Personal Details**

|  |  |
| --- | --- |
| Title:  |       |
| First name(s):  |       |
| Surname:  |       |
| Previous names:  |       |
| Date of Birth: |       |
| Gender: | Male [ ]  Female [ ]  Prefer not to say [ ]  |
| Permanent address: |       |
| Work telephone number: |       |
| May we telephone you at work? | Yes [ ]  No [ ]  |
| Home telephone number: |       |
| Mobile telephone number: |       |
| Email address: |       |
| National Insurance number: |       |

**Present or Most Recent Employment**

|  |  |
| --- | --- |
| Name of employer:  |       |
| Address:  |       |
| Post held:  |       |
| Dates employed:  | From:       | To:       |
| Is this employment: | Permanent [ ]  Temporary [ ] Full-time [ ]  Part-time [ ]  Job share [ ]  |
| Reason for leaving: |       |
| Brief overview of duties/responsibilities: |       |

**Previous Employment**

Start with most recent and detail all employment since leaving education, please explain any gaps in employment to ensure compliance with safer recruitment guidance. All students seeking a first appointment should give details of teaching practice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** | **From:** | **To:** | **Post details (if Local Government, give grade):** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**In-Service Training**

Any in-service training undertaken during the past three years relevant to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course title:** | **Provider:** | **Dates and duration of course:** | **Award (if any):** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |
|       |       |       |       |

**Education and Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School, college or university:** | **Name:** | **Date from:** | **Date to:** | **Subjects / Qualifications / Grades / Honours, dates awarded and awarding body:** |
| **Secondary** |       |       |       |       |
| **Further Education** |       |       |       |       |
| **Higher Education** |       |       |       |       |
| **Further Postgraduate qualifications** |       |       |       |       |
| **Vocational Qualifications** |       |       |       |       |

**Other Paid Work / Voluntary Work Experience**

Please give details of and explain any gaps in dates shown.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer/organisation:** | **From:** | **To:** | **Nature of occupation:** |
|       |       |       |       |
|       |       |       |       |
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|       |       |       |       |

**Activities, Skills and Interests**

Please give details of any other activities, skills and interests relevant to this post:

**Professional Bodies**

Please give details of any professional body of which you are a member:

**Other Specialised Training**

Please give details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training).

**Driving**

|  |  |
| --- | --- |
| Do you hold a full, current UK licence? | Yes [ ]  No [ ]  |
| If yes, what type of licence? | Private/Light Goods [ ]  HGV [ ] Class:       |
| Do you hold a PSV licence, which would allow you to drive a school minibus? | Yes [ ]  No [ ]  |

**Experience or Achievements**

Give a concise account of relevant experience or achievements in support of this application. Also include any appropriate leisure interests (membership) of relevant societies etc. **Please use this section to outline how you meet the essential/desirable criteria per the person specification in the Job Vacancy Pack, to help inform the shortlisting process.** Please use an additional sheet if necessary.

**Professional References**

Please supply the names and addressed of two persons willing to provide references. One should be from your current or most recent employer.

**References will not be accepted from relatives or people writing solely in the capacity of friends.**

First Reference

|  |  |
| --- | --- |
| Name: |       |
| Address: |       |
| Telephone number: |       |
| Email: |       |
| Position held: |       |
| Context in which you are known to the above: |       |

Second Reference

|  |  |
| --- | --- |
| Name: |       |
| Address: |       |
| Telephone number: |       |
| Email: |       |
| Position held: |       |
| Context in which you are known to the above: |       |

**Supporting Statement / Letter of Application**

**Criminal Convictions**

Have you ever been convicted of any criminal offence? Yes [ ]  No [ ]

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If yes, please specify date of conviction, Court, nature of offence and sentence imposed:

**Disclosure and Barring and Recruitment Checks**

St Christopher’s CE High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and St Christopher’s CE High School privacy notice.

**Do you have a DBS certificate?:** Yes [ ]  No [ ]  Date of check:

If you’ve lived or worked outside of the UK in the last 5 years, St Christopher’s CE High School may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

**Have you lived or worked outside of the UK in the last 5 years?:** Yes [ ]  No [ ]

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. We may conduct online searches of shortlisted candidates as part of our due diligence checks.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

**Time Spent Living and/or Working Overseas**

If you’ve lived and/or worked outside of the UK, St Christopher’s CE High School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:

* The amount of information you disclose in the DBS check
* The length of time you’ve spent in or out of the UK

**Right to Work in the UK**

St Christopher’s CE High School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

**Sign and Date**

**Name (please print):**

**Sign:**

**Date:**

**Marketing Information**

How did you find out about this vacancy? *(Please tick all that apply)*

Word of Mouth [ ]  School Website [ ]  Social Media [ ]  Current Staff [ ]

Indeed [ ]  TES [ ]  .GOV Jobs [ ]  Greater Jobs [ ]

Other [ ]

Other please state:

**When completed, please return this form to:**

By email to:

**head@st-christophers.org**

By post to:

**Mrs C Grimshaw, PA to the Headmaster**

St Christopher’s CE High School

Queens Road West

Accrington

BB5 4AY

If you have any questions, please contact **c.grimshaw@st-christophers.org** or **01254 232992**

If we have not contacted you within seven days of the closing date, your application has been unsuccessful at this time.