



CONFIDENTIAL

APPLICATION FORM

for employment at St Margaret's CE Academy *Faith and Work"*

"Achievement by

Notes

- 1 Please use BLOCK CAPITALS to complete this form.
- 2 Please continue on a separate piece of paper if the space for any question is inadequate.
- 3 Please note that we do not accept CVs (*curricula vitae*).
- 4 In addition to the form we would ask that you provide us with a letter of application, addressed to the Principal – no more than two sides of A4, font size 12. Please ensure you address all the relevant elements of the Person Specification.
- 5 We will decide whether to invite you to interview on the basis of information given by you on this Application Form and the letter.
- 6 If you require any assistance in completing this form please contact Ms Angela Mocroft on 0151 427 1825.

Post applied for:

Section A: Personal Details

Forename(s):

Surname:

Any former name(s):

Address:

Postcode:

Telephone:

Mobile:

[illegible]

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Section B: Training

Please list below relevant job-related training you have undertaken, and/or any professional qualifications achieved. Continue on a separate sheet if necessary.

[illegible]

Section C: Education details

Please give details of all secondary, further and higher education qualifications achieved (**with results**). Please continue on a separate sheet if necessary.

[illegible]

Section D: Employment details

Please give details of all previous employment you have undertaken, starting with the most recent employment and working backwards. Please note that we will not contact your present employer for a reference without your permission. However, any job offer will be made subject to receipt of references satisfactory to us.

Current employer or, if currently not working, previous employer:

Name:

Address:

Name of contact for reference:

Postcode:

May we contact this employer for a reference?

Telephone:

Job title of referee:

YES

NO

Position currently held by you in organisation:
Annual Salary, and pay grade:

Position held since: (mm/yy)

Worked for current employer since: (mm/yy)

Outline of duties/responsibilities:

Reason for leaving:
Notice period:

Previous employer (1):

Name:

Address:

Postcode:

Name of contact for reference: May we contact this employer for a reference?

Telephone:

Job title of referee:

YES

NO

organisation: Annual
Salary, and pay grade:

Started working for this
employer: (mm/yy)
Finished working for this
employer: (mm/yy)

Outline of duties/
responsibilities:

Reason for leaving:

Previous employer (2):

Name:
Address:

Postcode:

Telephone:
Job title of
referee:

Name of contact for
reference:

Your position in

May we contact this
employer for a
reference?

YES NO Your
position in organisation:
Annual Salary, and pay
grade:

Outline of duties/
responsibilities:

Reason for leaving:

Name:

Name of contact for
reference:

Address: Previous

employer (3):

Telephone:
Job title of
referee:

Postcode:

May we contact this employer for a reference?

YES

NO

Your position in
organisation:

Pay grade:

Outline of duties/
responsibilities:

Reason for leaving:

Previous employer (4):

Name:

Address:

Postcode:

Name of contact for
reference:

May we contact this
employer for a
reference?

YES NO Your

position in organisation:

Pay grade:

Outline of duties/
responsibilities:

Reason for leaving:

Started working for this
employer: (mm/yy)

Finished working for this
employer: (mm/yy)

Telephone:

Job title of
referee:

Started working for this
employer: (mm/yy)

Finished working for this
employer: (mm/yy)

Name of contact for reference:	Name:		
		Telephone:	
		Job title of referee:	
Address: Previous			
Postcode:			

May we contact this employer for a reference?	YES	NO
Your position in organisation:	Started working for this employer: (mm/yy) Finished working for this employer: (mm/yy)	
Pay grade:		
Outline of duties/responsibilities:		
Reason for leaving:		

Please continue on a separate sheet if necessary.

Section E: Employment breaks

Please use this section to advise us of any breaks in your employment history since leaving school; completion of this section is mandatory. All gaps and reasons must be detailed below. Please include voluntary work, unemployment, breaks for domestic reasons, prison custody *etc.* Please continue on a separate sheet if necessary.

From (mm/yy):	To (mm/yy):	Reason:

Section F: Disciplinary matters

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? (Include any investigations or actions taken by your professional body, if appropriate. Both Spent and Unspent matters need to be disclosed.)

YES NO

If YES, please provide details below of action taken including dates. Please include any pending incident/action.

Section G: Criminal convictions, Cautions, Disqualified Persons, Investigations

St Margaret's Academy regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar to employment here, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors.

This position is exempt under the Rehabilitation of Offenders Act 1974.

It is within this context, and the following guidelines, that decisions will be made in relation to applicants who have any form of criminal conviction or who are included on any Barred List.

To assist with the implementation of this policy, all applicants are asked to complete the following questionnaire and provide written consent for checks to be completed.

G1 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)?

YES NO

(If the answer is YES, please provide the details in Section H.)

G2 Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation)?

YES NO

(If the answer is YES, please provide the details in Section H.)

G3 Has your name been added to any Barred List?

YES NO

(If the answer is YES, please provide the details in Section H.)

G4 Have you ever been subject to any legal proceedings involving any social services authority or its equivalent, here or abroad, that has resulted in the removal of children or vulnerable adults from your care, or the imposition of a statutory supervision order?

YES NO

(If the answer is YES, please provide the details in Section H.)

G5 Have you or any person with whom you reside with ever been refused registration or cancelled from an official register of:

- Child-minders;
- Day-Care providers; Private fostering; or
- Registered Care Homes or Children's Homes?

YES NO

(If the answer is YES, please provide the details in Section H.)

Applicants are reminded that knowingly withholding this information, or failing to disclose subsequent information is likely to lead to immediate suspension or termination of employment or approval. Further, applicants should note that it is a criminal offence to knowingly apply for, offer to do, accept or do any work with children when prevented either:

- by reason of disqualification order under the Criminal Justice and Court Services Act 2000; or
- by reason of inclusion on any DBS Barred Lists.

Statement I hereby give consent to St Margaret's Academy to complete such checks as are necessary with records held by the authority and/or other agencies in order to verify the information provided above.

I further understand and agree that if, for whatever reason, my application is either refused or withdrawn, but information is revealed which leads St Margaret's Academy to conclude that I may pose a risk to children, it will keep this information for an appropriate period.

I understand that St Margaret’s Academy will not reveal this information to any other organisation or individual outside of the Academy with the exception of its legal advisers, unless it is asked a direct question about me or circumstances suggest that the protection of a child or children or vulnerable adult require immediate disclosure. I understand that, if practicable, I will be alerted to such possible disclosure and be invited to comment.



Full name:		Position applied for:	
Signature:		Date:	

Section H: Further details

If you answered 'YES' to any of the questions in Section G, please give further details below.

This post is exempt under the Rehabilitation of Offenders Act and a Disclosure and Barring Service check will be required from the successful applicant. Convictions or other disclosures will not necessarily be a bar to obtaining a position with the Governing Body of St Margaret's Academy. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

FOR COMPLETION BY THE APPOINTING OFFICER

I confirm that I have discussed the above disclosures with the applicant.

Appointing Officer:

Position held:

Date:

Signature:

Section I: Right to Work in the UK

Are you legally entitled to work in the UK?

YES NO

Please note that we will require evidence of this prior to commencing employment.

Section J: Health

Do you require any reasonable adjustments for the interview and selection process?

YES NO

If you have answered 'YES', please give details.

Section K: References

Please give details of two referees whom we may ask about your suitability for the job. You are requested to give referee details from two employers, **the first of which must be your current or most recent employer** (or school if you are a school leaver). If your current or most recent employment has been in a school, **you must name the Headteacher/Principal of the school as your first referee**. (This does not apply to students currently undertaking teacher training; such candidates must quote their training provider as a referee). If you are unable to do this, or to provide two employment references, please speak to Angela Mocroft at the Academy (0151 427 1825) and she will provide further guidance. You should not name a relative as a referee.

References will usually only be taken up if you are selected for interview. However, we will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

When requesting any references we may (where appropriate) ask about any disciplinary offences relating to children, including any for which the penalty is time expired. We may also ask whether you have been the subject of any disciplinary or child protection concerns, and if so, the outcome of any such enquiries or procedures.

First reference

Name:

Address:

Postcode:

E-mail address:

Occupation: Working
relationship to
candidate:**Second reference**

Name:

Address:

Postcode:

E-mail address:

Occupation:

Working relationship to
candidate:**Section L: Your signature**

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into without notice, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

I also confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body that is currently or was previously in operation, *eg* the Teaching Agency or the General Teaching Council (GTC) save as disclosed in Sections G and H above.

Signature:**Date:**

Note: St Margaret's is an equal opportunities employer and will not tolerate discrimination in any form.