Application Form – NON-TEACHING position

1. Please complete the application form and recruitment monitoring form and return by email to the email address shown on the job advert.
2. If you have any queries, please contact us – contact details are provided on the job advert.
3. Guidance on completing this form can be found in the document ‘Guidance on Completing your Application Form’.

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| **1a. Job details** | **1b. Guaranteed interview for people with disabilities** |
| **(Please complete this section from information on the job advert)**  **Job title:**  **Job reference:**  **Closing date:** | **Do you consider yourself to be a disabled person? Y / N** |
| **If yes, do you require any support or adjustments to enable you to take part in the selection process for this job? Y / N** |
| **If yes, please give details**: |
| People with disabilities who meet the essential criteria will be guaranteed an interview. | |

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| **2. Personal Details** | | | | | | |
| **Title:** | | | | **Contact details:** | | |
| **Surname:**  **Initial(s):**  **Address:**  **Any other previous names:** | | | | **Mobile number:**  **Home number:**  **E-mail:** | | |
| **Postcode:** | | | | **National insurance no:** | | |
| **Social media information**  **(profile name/handle on all social media platforms you use):**  **By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education statutory guidance.** | | | | | | |
| **3. Education / Qualifications (most recent first)** | | | | | | |
| **School/college/  university/placement** | **From** | **To** | **Courses taken/  qualifications** | | **Grade / Outcome** | **Date** |
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| (For written applications, please continue on a separate sheet if necessary) | | | | | | |
| **Are you currently a member of any professional bodies? Y / N**  **If so, please state name of body:**  **Level of membership attained: Membership No:**  **Are you registered for CPD (Continuous Professional Development)? Y / N** | | | | | | |

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| 1. **Present employment** | | |
| **Name and address of present employer:** | | **Post held:** |
| **Gross salary/pay range:** |
| **Date of appointment:** |
| **Notice period/date available:** |
| **Brief details of duties and responsibilities:**  (For written applications, please continue on separate sheet if necessary) | | |
| 1. **(a) Previous employment** | | |
| **Name and address of previous employer:** | **Post held:** | |
| **Gross salary/pay range:** | |
| **Date of appointment:** | |
| **Date left:** | |
| **Reason for leaving:** | |
| **Brief details of duties and responsibilities:**  (For written applications, please continue on separate sheet if necessary) | | |

**Section 5a (previous employment) continued…**

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| **Name and address of school/academy:** | **Post held:** |
| **Gross salary/pay range:** |
| **Date of appointment:** |
| **Date left:** |
| **Reason for leaving:** |
| **Brief details of duties and responsibilities:**  (For written applications, please continue on separate sheet if necessary) | |

**Section 5a (previous employment) continued…**

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| **Name and address of previous employer:** | **Post held:** |
| **Gross salary/pay range:** |
| **Date of appointment:** |
| **Date left:** |
| **Reason for leaving:** |
| **Brief details of duties and responsibilities:**  (For written applications, please continue on separate sheet if necessary) | |

**Section 5a (previous employment) continued…**

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| **Name and address of previous employer:** | | **Post held:** | | | |
| **Gross salary/pay range:** | | | |
| **Date of appointment:** | | | |
| **Date left:** | | | |
| **Reason for leaving:** | | | |
| **Brief details of duties and responsibilities:**  (For written applications, please continue on separate sheet if necessary) | | | | | |
| **Please explain any gaps in your Education and Employment History:** | | | | | | | |
| **5b - Additional experience**  Please provide the details of any other employment/experience that you believe will be relevant to the position you are applying for: | | | | | | | |
| **Employer name and address** | | **Post title** | | **From** | **To** | **Brief summary of role and responsibilities** | |
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| 1. **Relevant training courses attended – most recent first**   Please provide the details of the courses attended during the last 3 years that are relevant to the post: | | | |
| **Organising body** | **Course details** | **Dates** (month/year) | |
| **From** | **To** |
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| (For written applications, please continue on a separate sheet if necessary) | | | |

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| 1. **Experience & Further Information** |
| **Please give your reasons for making this application.**  See document “Guidance on Completing your Application Form.”  (For written applications, please continue on a separate sheet if necessary) |
| **8. Job share** |
| **Are you applying as a job sharer? Y / N** |

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| **9. Relationships** |
| **Are you related to any Director, Governor or employee of St Bartholomew’s CE MAT? Y / N** |
| **If yes, please state who:** |
| *Please note: Canvassing of members or officers of St Bartholomew’s CE Multi Academy Trust directly or indirectly in connection with this post will disqualify your application.* |
| **10. Safer recruitment: Disclosure of Criminal and Child Protection matters, Rehabilitation of Offenders Act 1974 and Criminal Records Bureau / Disclosure and Barring** |
| This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and the Criminal Justice and Court Services Act 2000. It is also covered by the Protection of Children Act 1999.  It is an offence to apply if you are barred from engaging in regulated activity relevant to children. For further information, please refer to the Trust's policy on ex-offenders.  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. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:  <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.  *Prior to any offer of employment being made, the successful candidate will be required to complete a Disclosure Application Form. Once completed this disclosure form will be sent to the Disclosure and Barring Service. The DBS will search Police Force, Department of Health, and Department for Education & Skills records for relevant information. The DBS will inform the successful candidate of the result of their search and issue the candidate with a DBS certificate. They will also send a notification via the online DBS system to the Trust to confirm whether this check is clear or not. The successful candidate will then be required to bring in the original certificate to the relevant school for verification.*  In accordance with the [Childcare Act 2006](http://www.legislation.gov.uk/ukpga/2006/21/contents) and the [Childcare (Disqualification) Regulation 2009](http://www.legislation.gov.uk/uksi/2009/1547/contents/made) the Governors are required to obtain an additional staff disqualification declaration for employees within settings providing care for early years childcare (this covers the age range from birth until 1st September following a child’s fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school educational settings, or if when directly concerned with the management of such childcare related establishments. This declaration is to confirm that you are not disqualified ‘by association’ to anyone currently residing within your household who is disqualified under the [Childcare (Disqualification) Regulation 2009](http://www.legislation.gov.uk/uksi/2009/1547/contents/made). |

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| **11. Eligibility for Employment** |
| Please complete as appropriate:   1. **Are you barred from obtaining relevant employment\* under the Teachers’ Regulations by being in receipt of Ill-Health benefits from the Teachers’ Pension Scheme on or after April 1997?**   **Y / N** [If yes, your application is unable to be considered any further for this application.]  *\*Relevant employment covers all unsupervised contact with young person up to the age on 18.*   1. **Do you require a Work Permit to work within the United Kingdom?**   **Y / N**  In accordance with the **Immigration, Asylum and Nationality Act 2006**, all employers have a responsibility to prevent illegal working in the UK. Under Sections 15 – 25 of the Act, employers are required to make document checks on every person they intend to employ. If shortlisted, you will be required to provide documentary evidence that you are legally entitled to live within the United Kingdom. You must therefore provide said documents at interview, original copies of the documents listed by the [UK Border Agency](https://www.gov.uk/government/organisations/uk-border-agency). |

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| **12. References**  **(To be completed by ALL applicants including those applying internally)**  Note: Referees should **not** be friends or relatives.  ***We reserve the right to contact referees prior to interview.*** | |
| **(i) Present employer** | **(ii) Previous employer**  If no employment history, use teacher or similar. |
| **Name:**    **Job title:**    **Address:**  **Email address (required):**  **Telephone:** | **Name:**    **Job title:**    **Address:**  **Email address (required):**  **Telephone:** |

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| **13. Driving**  (Answer only if relevant to mobility requirements of the post/job, or if car allowance applicable) |
| **Have you a full current driving licence? Y / N**  **If LGV/PCV, please state category:** |

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| **14. Declaration**  (To be signed at interview if completed electronically) |
| I certify that to the best of my knowledge the information I have given is correct (providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).  **Signature: Date:** |

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| **For office use only:** |
| Social media check undertaken by:  **Name:**  **Signature: Date:** |