**Job Application Form (DBS Roles)**

**Please call 01872 273185 if you have any questions on how to complete this form or if you require it in a different format or language.** Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| Directorate: |  | Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | | |
| Home address: |  | Home phone: |  |
| Work phone: |  |
| Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work and Pensions) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment** | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | |
| Employer name: |  | Job title: |  |
| Employer address: |  | Salary: |  |
| Start date: |  |
| Leave date: (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates (mm/yy) | | Employer  **or** Reason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | To |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications achieved from secondary, higher and further education** | | | |
| Type of qualification (GCSE, NVQ, Degree etc) | Subject title of qualification | Grade | Date achieved  (dd/mm/yy) |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other training, courses and self development** | | |
| Name of provider/college | Title of course/training, e.g. First Aid at Work | Qualification (if relevant) |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of professional bodies** | | | |
| Institute or association | Membership level | How obtained, e.g. through qualification or election | Date achieved  (mm/yy) |
|  |  |  |  |

|  |
| --- |
| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. |
|  |

|  |
| --- |
| **Safeguarding children, young people and vulnerable adults** |
| We are committed to safeguarding children, young people and vulnerable adults. From your training and/or experience, please give examples which demonstrate your knowledge and commitment to safeguarding and how you would ensure these vulnerable groups remain in a safe environment. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Interview requirements** | | | |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know: | | | |
|  | | | |
| **References** | | | |
| Please provide 2 references. Do not use friends or relatives.  We will ask for references before your interview. Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted. If any of your previous roles (voluntary or paid) involved working with children, young people and/or vulnerable adults, we will ask for information about past disciplinary issues relating to these vulnerable groups (including any in which the time penalty is ‘time expired’ and whether you have been subject to any child/vulnerable adult protection concerns and the outcome of any enquiry or disciplinary procedure. If you have any concerns, please contact the school you are applying to.  If either of your referees knows you by a different name, please state:  If you don’t wish us to contact your referees without your prior agreement,  please tick this box: ☐ | | | |
| **Reference 1**: This **must** be your current or most recent employer or, if you do not have any previous employment, your most recent tutor (school, college or university). | | **Reference 2**: A reference of your choice. | |
| Full name: |  | Full name: |  |
| Job title: |  | Job title: |  |
| Employer: |  | Employer: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Relationship to you: |  | Relationship to you: |  |

|  |
| --- |
| **Disclosure and Barring and Recruitment Checks** |
| Archbishop Benson C of E Primary 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.  We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s 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 2 years, the 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 2 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. |

|  |  |
| --- | --- |
| **Disclosure of interest** | |
| Have you ever received a redundancy payment or pension from a local authority? |  |
| If yes, please give details including month and year: | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? |  |
| If yes, please provide details: | |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence. | |
| If needed, do you have access to transport? |  |
| If needed, do you have a full current UK driving licence? |  |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? |  |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Canvassing of our employees (asking them to help you get this role), directly or indirectly, for any appointment will disqualify your application. Also, if you fail to declare any relationship with a employee of Archbishop Benson C of E School your application may be disqualified and, if appointed, you may be dismissed without notice. | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current employee Archbishop Benson C of E School, or School Governor? |  |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? |  |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? |  |
| If yes, please give details: | |

|  |
| --- |
| **How we protect your personal information** |
| We keep on file information from this application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 06 months; anonymised data will be kept for monitoring purposes |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure you complete our equal opportunities monitoring form.**