

Position applied for: _____



Grade: _____

1 CHURCH OF ENGLAND ACADEMY
Personal details

Title: Mr Mrs Ms Miss Other _____

Surname: _____

Other names: _____

Previous names (for example, maiden name): _____

National Insurance number: _____

D.F.E. Reference number (if applicable): _____

Address including postcode: _____

Daytime telephone number: _____

Home telephone number: _____

Email Address _____

Mobile telephone number: _____

Where did you see the job advertised? _____

Please read the guidance notes before completing this form. You should return your completed application form to:

Mrs S Weston
St Mark's Church of England Academy
Acacia Road
Mitcham
Surrey
CR4 1SF

Are you applying for this post on a job-share basis?

Yes No

2 Current or most recent job

Job title: _____

Department or section: _____

Date you started: _____

Current salary: _____

Notice you need to give your current employer: _____

Name and address of employer, including postcode: _____

Phone number: _____

Date you left: _____

Reason for leaving: _____

Can we contact you at work? Yes No (Please tick)

Are you entitled to work in the UK Yes No

3 Education, qualifications and training

Give details of your educational history – put the most recent first. List all the schools, colleges, universities and so on you have attended.

If we ask you for an interview, we will ask you to provide original proof of any relevant qualifications.

Name and address of establishment	Qualifications	Date

How many sick days have you taken in the last two years? _____

How many separate periods of illness has this been? _____

Please give details of any relevant qualifications, courses or training that you have taken.

Qualification, course or training	Organising body	Date

4 Details of all previous employment (put the most recent first)

Enter details of all your work experience, including periods of non-employment, unpaid work, voluntary work and study.

You must explain all gaps, and managers will check any problems if you are called for interview.

Name and full address of employer	Dates of employment	Job title and main duties	Reason for leaving

5 Referees

We have the right to ask any of your previous employers for a reference. Please read the back of the monitoring sheet for guidance notes on how to fill in this section

<p>Full name and address of your current employer:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Full name and address of a second referee: (preferably work-related)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Phone number: _____</p>	<p>Phone number: _____</p>
<p>Fax: _____</p>	<p>Fax: _____</p>
<p>E-mail: _____</p>	<p>E-mail: _____</p>
<p>What is this person's relationship to you?</p> <p>_____</p>	<p>What is this person's relationship to you?</p> <p>_____</p>
<p>Can we ask this person for a reference straightaway?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>If 'No' when can we ask them? _____</p>	<p>Can we ask this person for a reference straightaway?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)</p> <p>If 'No' when can we ask them? _____</p>

6 Relevant job information

We need as much information as possible about how your skills, knowledge and experience match the requirements of the job that is outlined in the person specification contained in your pack. Please use extra A4 sheets, if necessary, and attach them to your application.

7 You must fill in this sheet as you have applied for a job working with children.

Please read the back of the monitoring sheet for guidance notes on how to fill in this section.

Please give details of all convictions, cautions, reprimands or police warnings (whether still relevant or not)

Has a CRB (Criminal Record Bureau) check already been carried out for you?

Yes No (Please tick)

Name of authority that carried out the CRB check:

Date of CRB check:

Has a previous employer ever investigated you?

Yes No (Please tick)

Have you ever been involved in activities involving contact with children or vulnerable adults outside the work environment (for example, sports coach, scout leader or voluntary work in a day centre)?

Yes No (Please tick)

Please sign below to confirm that you agree (if we appoint you) to let us carry out a CRB check on you. If you refuse to let us carry out a check, we may not consider you for the job.

I agree that if appointed, you may carry out checks with the CRB for any records or convictions or cautions against me. I am aware that information for standard and enhanced disclosures will be made available if appropriate.

I confirm that the information I have given is correct.

I agree to you carrying out other appropriate checks with the CRB if you need to do so, and also carrying out checks of your own records.

Signature: _____

Date; _____

Name (please print) _____

8 Declaration

Because the job I am applying for means that I will be carrying out duties of a sensitive nature with children, I understand that this declaration must include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may affect how suitable I am for the post.

I understand that you will apply for an enhanced disclosure if you offer me a post.

Are you aware of any police enquiries carried out following allegations made against you which may affect how suitable you are for this post?

Yes No (Please tick)

'Yes' please give details and the dates

Have you ever been convicted by the courts, or cautioned, reprimanded or given a final warning by the police? (The post you have applied for is not covered by the Rehabilitation of Offenders Act 1974. This means that you need to tell us about all convictions, cautions, reprimands and final warnings on your criminal record).

Yes No (Please tick)

'Yes' please give details and the dates

Signature: _____

Date; _____

We are committed to equal opportunities and will do everything reasonably possible to prevent unfair discrimination against people with criminal records. However, our duty to protect children will come first.

9 Declaration

Please sign below to show that you have read the guidance notes on the back of the monitoring sheet when filling in this application, and that you agree to us using the personal information you have given with this job application to assess your suitability. We must protect the public funds that we handle and may use the information you have supplied to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

If you do not give your permission, we will not be able to consider your application for employment.

As far as I know and believe, all parts of this form and any other supporting documentation that I have provided have been filled in fully and accurately. If I am appointed to the post, I understand that if the information I supply is not accurate or is false, you could withdraw an offer of employment or dismiss me.

Signature: _____ Date: _____

We have a procedure for hearing complaints of unfair treatment during the recruitment and selection process. If you would like details of this scheme, you should contact:

Personnel Department
St Mark's Church of England Academy
Acacia Road
Mitcham
Surrey
CR4 1SF

For office use only

Shortlist stage	
Interview stage	
Offer stage	

Your name:	Job title/number:
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Monitoring information

We will treat your answers as strictly confidential and will only use the information you provide for monitoring purposes.
We will use the information you provide on this form to produce anonymous statistics to help us with equal opportunities.

Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> (please tick)	Date of birth: _____
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How would you describe yourself (categories are based on the 2001 census)?

a. **White** British Irish
Other (please give details) _____

b. **Mixed** White and black Caribbean White and black African White and Asian
Other mixed group (please give details) _____

c. **Asian or Asian British** Indian Pakistani Bangladeshi Tamil
Other Asian (please give details) _____

d. **Black or black British** Caribbean African
Other black background (please give details) _____

e. **Chinese or other ethnic group** Chinese
Any other ethnic group (please give details) _____

Do you consider yourself to have a disability? (The Disability Discrimination Act defines a disabled person as someone with a “physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day-to-day activities”).

Yes No (Please tick) Prefer not to say (Please tick)

Please describe your disability here _____

What is your religion (categories are based on the 2001 census)?

None Christian Buddhist Hindu
Muslim Jewish Sikh Other (please give details) _____

Guidance notes

Data Protection Act 1998 (this applies to the whole application form)

We will use the personal information you have supplied in the application form and in any supporting documents to assess how suitable you are for the job you have applied for and to monitor how effective, efficient and fair our recruitment and selection process is.

We may also use this information in internal proceedings to consider a complaint about the recruitment and selection process or to defend ourselves against a legal challenge on the fairness of the recruitment and selection process. For these reasons, we will keep the information you provide for six months if you are not short listed for a job, and two years if we appoint you.

We will check the information you supply with other people and organisations to confirm some of the facts you supply in your application (referees, previous employers, educational establishments, examination bodies and so on).

Section 5 of the application form – Referees

Please give the name and addresses of two people we can contact to get a reference for you. One must be your current or last employer and the other preferably a former employer. If you have not worked before, please give details of teachers, lecturers or others who know you well enough to comment on your ability to do the job. Please **do not** use friends or relatives as referees.

Section 7 of the application form – Rehabilitation of Offenders Act 1974

Telling us about a criminal record may not necessarily prevent you from being offered a job.

We may consider:

- the type of offence;
- the time since it happened;
- your age at the time; and
- any other relevant factors;

When we make a decision on whether to offer you a job.

Some convictions are never considered 'spent' under the terms of the Act – for guidance, visit www.lawontheweb.co.uk or ring the Director of Personnel at the Academy on 0208 648 6627.

Section 8 of the application form – Posts which are exempt from the Rehabilitation of Offenders Act 1974

As you have applied for a job which involves working with children, we will carry out a Criminal Records Bureau (CRB) check because these posts are exempt from the Rehabilitation of Offenders Act 1974. Details of these posts are set out in the Rehabilitation of Offenders 1974 (Exception) (Amendment) Order 2001. The CRB is an executive agency of the Home Office which helps employers to check records that were previously held by the police, the Department of Health (DOH) and the Department for Education and Skills (DfES). We will ask for an enhanced disclosure due to the nature of the job.

Standard disclosure – for jobs that involve working with children.

Enhanced disclosure – for jobs that involve regularly caring for, training, supervising or being the only person in charge of children. Enhanced disclosures involve an extra level of checking with local police forces as well as checks with the Police National Computer (PNC) and the government department lists held by the DfES and DOH.