

CONFIDENTIAL APPLICATION FORM FOR NON-TEACHING POST

*Veritas Educational Trust is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
An enhanced DBS check is required for the successful applicant.*

Please ensure that you complete all sections of the application. Please note that providing false information will result in the application being rejected, or withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. CVs are not accepted.

Name of School:

Post for which you wish to be considered:

How did you hear about this vacancy? Please note, if you have been referred by an existing member of staff, please ensure that you add their full name in the box below.

1. Personal Details:

Title:	Surname:
Forename:	Previous surname (if applicable):
Address:	
Daytime Telephone:	Evening Telephone:
E-mail:	Mobile:
National Insurance Number:	Are you in receipt of an Occupational Pension: YES/NO
Will you need a work permit/sponsorship if appointed to this post? YES/NO	
Interview	
Do you require any special arrangements for interview?	

Please note that all candidates are treated equally regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

2. Qualifications

Please provide details of your qualifications gained, including grades, from secondary school to current time. (Proof of qualifications will be required at interview)

Date(s)	School/College/University	Qualifications	Grade/Level

Other professional qualifications (including membership of professional bodies)

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3. Employment

Please provide a full history in date order, most recent first, since leaving secondary education/training, and include part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training and reasons for leaving employment.

Title of Post	Organisation	Salary including allowances	Dates (Months and year must be included)	Reason for leaving

Please continue on a separate sheet if necessary

4. In what ways would you contribute to the wider life of the school?

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5. Working in a Church of England school

We welcome, as teachers and other members of staff, people of many faiths and beliefs and none. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England

Please use this space to indicate how you could contribute to the Christian ethos of Bishop Ramsey.	
If you are a practising member of a Christian Church, please give details below	
Denomination:	Address:
Place of Worship:	Diocese (if applicable):

6. Additional Information

Please provide a personal statement explaining how you meet each of the requirements of this post. You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities.

(To help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants. Therefore, if you have not heard from us within two weeks of the closing date, please assume that your application has, on this occasion, been unsuccessful.)

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Please continue on a separate sheet if necessary

7. Relevant Courses attended during the last five years

Please provide details and explain how these have supported your professional development:

8. References

Please note that all non-teaching posts will be offered subject to receipt of satisfactory references. This is important to enable us to fulfil our statutory obligations in accordance with the DfE’s *Keeping Children Safe in Education* guidance and to avoid any delay in you being able to commence employment should you be offered the post. However, if you are not prepared for us to seek references at interview stage, please tick this box.

Please give here details of two people to whom a request for a reference may be made. **The first referee should normally be your present or most recent employer.** If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is “time expired” and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First Referee – Current Employer	
Title and Name:	
Status/role:	
Address and post code:	
Telephone Number:	
E-mail address:	
Relationship to applicant:	
Permission to contact prior to interview	Yes/No
Second Referee	
Title and Name:	
Status/role:	
Address and post code:	
Telephone Number:	
E-mail address:	
Relationship to applicant:	
Permission to contact prior to interview	Yes/No

9. Overseas Check

Have you ever lived abroad continuously, resided or worked outside of the UK for more than 3 months since the age of 18? Yes/No (Delete as necessary)

Date from:	Date to:	Country

(It is the responsibility of the candidate to obtain and overseas check (a police check or a certificate of good conduct) from the relevant country/countries from the time specified in that location. If an individual has worked for another UK educational establishment after returning from overseas, Veritas Educational Trust will obtain confirmation from the previous employer that relevant checks have already been conducted. Any cost incurred will be the responsibility of the individual.)

10. Protection of Children

Disclosure of criminal background is required of those with substantial access to children.

<u>Convictions</u>	
<p>Applicants must answer the questions below. Failure to disclose such information could result in dismissal, disciplinary action or the withdrawal of an offer of employment. Any information will be treated confidentially.</p>	
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	Yes/No
<p>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?</p>	Yes/No
<p>Do you have any spent or unspent criminal convictions from overseas?</p>	Yes/No
<p>Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceedings?</p>	Yes/No
<p>(The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013-2020) 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.)</p>	
<p><i>Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</i></p>	

If you have answered 'yes' to any of the questions above and have been shortlisted for interview, you will be expected to provide details including the offence and the date in writing to recruitment@bishopramsey.school This will only be shared with those who need to see it as part of the recruitment process.

Any offers of employment are subject to a satisfactory Enhanced DBS check. By signing this application form you are consenting to Veritas Educational Trust undertaking an Enhanced DBS check should you be offered a position.

SAFEGUARDING AND CHILD PROTECTION

Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the Safeguarding/ Child Protection policy, which is available on the Trust/School's website. and are required to declare criminal convictions or cautions, or disciplinary proceedings related to young people. All candidates selected for interview will be checked against the lists of those barred from working with children prior to interview, and enhanced disclosures from the Disclosure and Barring Service will be sought on all successful applicants.

DATA PROTECTION

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to the governors, to Occupational Health, to Teachers Pensions, the Local Government Pension Scheme, to the Department for Education, to pension, payroll and personnel providers and relevant statutory bodies. You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

SUBMIT

I declare that the information I have given on this form and additions is correct. I understand that any offer of employment will be subject to satisfactory references, evidence of medical fitness to perform the role, receipt of an enhanced Disclosure and Barring Service (DBS) check, evidence of the right to work in the UK and verification of relevant qualifications. Any misleading statement or deliberate omission will disqualify my application and lead to instant dismissal.

I consent to the necessary enquiries and checks being undertaken by Veritas Educational Trust in order to confirm that the information I have included in this application form is correct and to verify the authenticity of my qualifications.

I understand that if I am successful in my application any information contained in this form, together with any obtained in relation to it, will be retained by Veritas Educational Trust during the course of my employment and for a reasonable time after the employment ends (pursuant to the Data Protection Act 1998).

I confirm I have no objection to Veritas Educational Trust making an application to the Disclosure and Barring Service for information about any previous convictions, which I may or may not have on record and I confirm that I will sign the necessary application form giving an authority to make this search (pursuant to the Police Act 1997 as amended by the Protection of Children Act 1999).

I declare that I am not disqualified from working with children (pursuant to the Criminal Justice and Court Services Act 2000).

I can confirm that I am not subject to Disqualification Under the Childcare Act 2006 and that I have not had a child placed under a care order, also that I have not had a childcare registration cancelled or refused (except for non-payment of fees).

Declaration

I accept the data protection terms above and declare that the information I have given on this form and additions is correct

Signed:**Date:**

Please return completed Application and Monitoring Forms to recruitment@bishopramsey.school

Unsigned applications will require to be signed prior to interview.