

EFFINGHAM

CRANMORE • ST TERESA'S

EFFINGHAM SCHOOLS TRUST –APPLICATION FORM

The Effingham Schools Trust ('EST' / the 'Trust') comprises two schools: Cranmore and St Teresa's. Reference to 'School' on this form applies to whichever school is recruiting for the position you are applying for.

Please complete this form in full.

POSITION APPLIED FOR:

SCHOOL: Cranmore / St Teresa's / Effingham Schools Trust *(please delete as necessary)*

Section 1 – Personal details

Title: <i>Dr/Mr/Mrs/Miss/Ms</i>	Forename(s):	Surname:
Preferred forename:		Former Surname(s):
Address:		National Insurance number:
		Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide details:
Contact Telephone number(s) <i>(please indicate preferred number you wish to be called on):</i> Home:		Do you have Qualified Teacher status? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Work:		Teacher number (if applicable):
Mobile:		Are you or have you ever been prohibited from teaching? Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Email address:		Religious Denomination / Faith: <i>For certain leadership positions, there is a requirement that the position be filled by a practising Catholic.</i> OR Prefer not to say <input type="checkbox"/>

Section 2 – Education

Please start with the most recent

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
	From: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd/mm/yy <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										

Section 3 – Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 – Previous employment and/or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates dd/mm/yy	Name and address of employer	Position held	Reason for leaving
From: To:			
From: To:			
From: To:			
From: To:			
From: To:			

Section 6 - Gaps in your employment

If there are any gaps in your employment, history please give details below. Please continue on a separate sheet if necessary.

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

Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Information for Applicants and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Please include details of your interests, hobbies and skills which could help to enrich the extra-curricular programme.

Continue on a separate sheet if necessary.

Section 8 – References

Please supply the names and contact details of at least two people who we may contact for references.

One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

The School intends to take up references from all shortlisted candidates before interview. Please indicate if we may contact each referee prior to interview; please note that any offer of employment is subject to satisfactory references being received.

The School reserves the right to take up references from any previous employer.

Referee 1 (Required)	Referee 2 (Required)
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>Email:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>Email:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Referee 3 (Required)	Referee 4 (Optional)
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>Email:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone number:</p> <p>Email:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 9 – Social Media

During the shortlisting process, we will carry out an online search as part of our due diligence on shortlisted candidates. Please provide details below of any **public** social media handles you have. Social media platforms include but are not limited to Facebook, Instagram, Twitter and Linked In.

Your PUBLIC handle	Social Media Platform

Section 10 – Criminal records

An offer of employment is conditional upon the School receiving an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) which the School considers satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those, which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules. If you have a criminal record this will not automatically, debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request). You will be asked to complete a self-declaration form regarding criminal records if you are shortlisted prior to attending for interview.

Section 11 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, gender, sexual orientation, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Child Protection Policy is available on the School's website. Please take the time to read it.

Section 12– Data

All information given on this form will be treated in confidence, in accordance with the provisions of current Data protection legislation.

The Effingham Schools Trust is a data controller and is registered with the Information Commissioner’s Office as required under the Data protection Act 1988. Under the Data Protection Act 1968, your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details could be held electronically together with recruitment process monitoring. By signing the declaration in Section 13 of this form, you give permission for your details to be used in this way.

Information contained on this form will be disclosed to members of the School as necessary. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

Section 13 – Declaration

- I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.
- I consent to the School making direct contact with the people specified as my referees to verify the reference.
- I 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.
- I confirm that I am physically and mentally fit to carry out the role that I have applied for and understand that upon offer of employment, I will be required to complete a confidential medical questionnaire.
- I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.
- I understand that providing false information is an offence which could result in my application being rejected or (if the false information becomes known after my appointment) summary dismissal and may amount to a criminal offence.

Signature Date

An electronic signature may be used when submitting your application form electronically. However, shortlisted applicants will be asked to sign a hard copy when attending interview.