

**APPLICATION FORM FOR NON TEACHING STAFF - STRICTLY CONFIDENTIAL**

The School is legally required to carry out a number of pre-appointment checks which are detailed in the School’s Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. Please complete this form electronically, it is available on our vacancies page on the website www.churcherscollege.com. In order to be considered for a position at the School, you must complete this application form. Applications should be accompanied by a covering letter and you may include a CV in addition to, but not instead of, the completed form. Please note that the School may carry out online searches on shortlisted candidates (see the School’s Recruitment, selection and disclosure policy and procedure for further information).

Applications should be sent to Mr Simon Williams, Headmaster, Churcher’s College, Ramshill, Petersfield, Hampshire GU31 4AS or emailed to [recruitment@churcherscollege.com](mailto:recruitment@churcherscollege.com)

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| Position Applied For: |  |

**PERSONAL DETAILS:**

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| --- | --- | --- | --- | --- |
| Surname |  | Forenames |  |  |
| DOB |  | Preferred Name |  |  |
| Title |  | Former Name |  |  |
| Address |  |  |  |  |
| E-Mail |  |  |  |  |
| Telephone number(s) | | Day |  |  |
|  |  | Evening |  |  |
|  |  | Mobile |  |  |

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| --- | --- | --- | --- | --- | --- |
| Are you eligible for employment in the UK? | | | | Yes | No |
| Have you lived abroad for more than three months in the past five years? | | | | Yes | No |
| Current salary |  | Notice Period |  | | |
| National Insurance Number | | | |  |  |
| Do you hold a full UK driving licence? | | | | Yes | No |
| Do you have any links to Churcher’s College? (e.g. parent, former parent, former pupil if so please give details). | | | | | |
| How did you hear about this vacancy at Churcher’s College? | | | | | |

**PROHIBITION FROM TEACHING, PROHIBITION FROM MANAGEMENT AND DISQUALIFICATION FROM PROVIDING CHILDCARE**

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| The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:   * planning and preparing lessons and courses for pupils; * delivering lessons to pupils; * assessing the development, progress and attainment of pupils; and * reporting on the development, progress and attainment of pupils.   The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.  The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:   * Head; * teaching posts on the senior management team; * teaching posts which carry a departmental head role; and * support staff posts on the senior management team.   The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:   * all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and * provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.   Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.  The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form. |

**EDUCATION:**

Please give details of education from the age of 11, starting with the most recent. Please add rows if required.

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| --- | --- | --- | --- | --- | --- |
| **Institution** | **Qualifications with subjects and grades awarded** | **Date** | | | |
| **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
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**OTHER VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING**

Please provide details of any vocational qualifications or skills you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include dates and results where appropriate.

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**EMPLOYMENT HISTORY**

Please give details of your current and previous employment and/or activities (including voluntary work) since leaving full-time education, starting with the most recent. If there are gaps in employment history of more than one month, e.g. looking after children, sabbatical year, travel etc. please give brief details and dates. Please add rows if required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employer’s name and address** | **Position held and or duties** | **Date** | | | | **Reason for leaving** |
| **From** | | **To** | |
| **Month** | **Year** | **Month** | **Year** |
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**SUITABILITY**

Please give your reasons for applying for this post and detail all your experience, skills and abilities relevant to the post. Please include voluntary work and unpaid duties if applicable.

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**REFERENCES**

Please supply the names and contact details of 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 reference 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 reference on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have worked overseas the School may take up references from your overseas employers. The School may also telephone your referees in order to verify the reference they have provided.

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| Referee 1  Name:  Organisation:  Address:  Email | Referee 2  Name:  Organisation:  Address:  Email |
| Telephone number:  Occupation: | Telephone number:  Occupation: |
| May we contact prior to Interview?  Yes  No | May we contact prior to Interview?  Yes  No |

**SAFEGUARDING - DISCLOSURE AND BARRING SERVICE CHECKS, CRIMINAL RECORD AND CHILDREN’S BARRED LIST**

Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and Barring Service **(DBS)**, for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “[spent](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check)”) in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS** [**filtering rules**](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards)**.**

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the to the School’s objective assessment criteria set out in the School’s ‘Recruitment, selection and disclosure policy and procedure’.

**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, sex, sexual orientation, marital or civil partnership status, 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 ‘Recruitment, selection and disclosure policy and procedure’ (which includes the School’s policy on the recruitment of ex-offenders) and ‘Safeguarding and child protection policy and procedures’ is available for download from the School’s website. Please take the time to read them.

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

**How we use your information**

Information on how the School uses personal data is set out in the School’s Privacy Notice, which can be found at <https://www.churcherscollege.com/our-school/school-policies>.

**DECLARATION**

* **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 or misleading information could result in my application being rejected or (if false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence**
* I consent to the School making direct contact with people specified as my referees to verify my reference.

Signed……………………………………………………… Print Name……………………………………………….

Dated………………………………………………………

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration.