# \\mcas7\data$\AdminShare\Marketing\Logos, templates and brand guidelines\Logos\Claires Court Brand Logos\NoBackground small.gif CLAIRES COURT APPLICATION FORM for Non-Teaching Posts

# PRIVATE & CONFIDENTIAL

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| VACANCY DETAILS | |
| Post applied for |  |
| How did you **first** learn about the opportunity to apply for this role? |  |

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| PERSONAL INFORMATION | | | | | |
| Title  (Mr, Mrs, Miss, Ms etc) |  | | First name |  | |
| Middle name(s) |  | | Surname |  | |
| Former name(s) |  | | Date of birth |  | |
| Current address |  | | | | |
| Postcode |  | | Email address |  | |
| Telephone number |  | | Mobile number |  | |
| NI Number |  | | Do you have the right to work in the UK? | YES | NO |
| Do you hold a full, current driving license? | YES | NO | Do you have your own transport? | YES | NO |
| Are you currently employed? | YES | NO | If yes, please advise how much notice you would have to give. |  | |

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| Please give details of any other employment that you would continue with if you were successful in obtaining this position.  *Please include daily start and finish times and total weekly working hours.* |  |

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| LETTER OF APPLICATION | | | |
| In support of your application, please supply a written statement giving your reasons for applying for this post, including a statement of ways your personal qualities and experience are relevant for the role and the person specification. Please use the continuation sheet at the back if necessary. ***If you have a CV, please attach a copy to your completed application form.*** | | | |
| EDUCATION / ACADEMIC / PROFESSIONAL QUALIFICATIONS | | | |
| School/College/University | Dates Attended | | Subjects, Qualifications, Awarding Body, Grades, Class, and date of award |
| From | To |
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| OVERSEAS | | | |
| If you have worked or lived outside the UK, for over three months during the last 5 years, please provide details. If your application is successful, you will need to provide a criminal records check from the relevant jurisdiction(s), and a letter of professional standing from the professional regulating authority in the country in which you worked, and / or references from any employment held. | | | |
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| EMPLOYMENT HISTORY |
| Starting with your present (or last) employer, please give **full details** of your employment history, since leaving school, including any gaps in your employment history e.g. looking after children, voluntary work and other periods when you have not been employed.Please continue on a separate sheet of paper if necessary. |

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| Dates Employed | | Name and address  of employer, including voluntary work | Job title and duties | Salary on leaving | Reason(s) for leaving |
| From | To |
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| REFERENCES |

* References will only be sought for short listed candidates. It is our policy to obtain references prior to interview where at all possible; **please indicate below if you do not wish to us to do this**.
* Please provide details of two referees, from your current or previous employers; at least one **must** be from your present or most recent employer.
* If any reference relates to your employment at a school or college, your reference should be from the **Headteacher or Principal**.
* In accordance with Keeping Children Safe In Education (KCSIE) we are required to secure a reference from the relevant employer **from the last time you worked with children) if not currently working with children)**, if you have never worked with children, then it must be from your most recent employer.
* Your referees will be asked to comment on your suitability for the post applied for; this will include questions relating to disciplinary offences, where the disciplinary sanction remains current, and whether you have been the subject of any child protection concerns.
* We may also approach other former employers for information, before interview, to verify details on your application, such as particular experience or qualifications.
* In the event that you are unable to provide details of two referees, from your current or previous employers (or where both references relate to the same period of employment), details must also be provided for someone that we may approach for a personal character reference. **Please do not give relatives or people solely in the capacity of friends as a referee.**

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| **Referee 1** | | | | **Referee 2** | | | | |
| Name |  | | | Name |  | | | |
| Position |  | | | Position |  | | | |
| Company |  | | | Company |  | | | |
| Address  (inc. postcode) |  | | | Address  (inc. postcode) |  | | | |
| Tel No. |  | | | Tel No. |  | | | |
| Email address |  | | | Email address |  | | | |
| Permission to contact prior to interview? | | YES | NO | Permission to contact prior to interview? | | | YES | NO |
| If appropriate, employment dates | | From | To | If appropriate, employment dates | | | From | To |
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| **Referee 3 – Character reference** (Please do not give relatives or people solely in the capacity of friends as a referee) | | | | | | | | |
| Name |  | | | Occupation | |  | | |
| Address  (inc. postcode) |  | | | How known? | |  | | |
| Period known for | |  | | |
| Tel No. | |  | | |
| Permission to contact prior to interview? | | YES | NO | Email address | |  | | |

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| ADDITIONAL INFORMATION |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   Should you be invited for interview, would you have  any requirements in respect of access or facilities?  If you have answered yes, may we please ask you to provide brief details:-  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **For cleaning, catering and maintenance applicants:-**  The role that you are applying for involves a significant degree of manual handling and physical tasks. At times this may include repetitive tasks (such as mopping, wiping), heavy lifting and operating machinery.  Please indicate here whether you have any mobility or health problems that might prevent you from safely undertaking such work:   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   If you have answered yes, may we please ask you to provide brief details:-  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| DATA PROTECTION |
| The information that you provide on this form will be used to process your application for employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our [Job Application Privacy Notice.](https://docs.google.com/document/d/1PWZ1j-y58ZStUIaWJc-ptqacst_oWvFDZmP5gDc30bw/edit)  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. |

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| PRE-EMPLOYMENT CHECKS |
| * In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not “protected”** as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf). This is regardless of whether any such convictions, caution, reprimand or final warning is considered ‘spent’ or ‘unspent’. * The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are “protected” and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](https://www.gov.uk/government/news/disclosure-and-barring-service-filtering). **Having a criminal record will not necessarily bar you from working with us: t**his will depend on the nature of the position and the circumstances and background of your offence(s). * You should be aware that the School will conduct its own checks upon successfully shortlisted candidates with the DfE, Secretary of State and police records and an online search (please refer to the School’s Job Application Policy. Additionally, you will required to complete a self-declaration form to confirm that there are no reasons why you should not be working with children. * You are advised that it is an offence to apply for the role, if you have been barred from engaging I [regulated activity](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739154/Regulated_Activity_with_Children_in_England.pdf) relevant to children. |
| DBS UPDATE SERVICE | | |
| If you are registered with the DBS Update Service, please sign below to authorise Claries Court School to access your DBS certificate through the Update Service should your application be successful. | | |
| **Signature of Applicant: Date:**  **DBS Certificate number:** | | |
| DECLARATIONS BY APPLICANT |
| **FAMILY / CLOSE RELATIONSHIPS** |
| Are you related to, or do you have a close relationship with, any member of staff working for Claires Court Schools:-   |  |  |  |  | | --- | --- | --- | --- | |  | **Yes** |  | **No** |   If you have answered yes, please state the person(s) and the relationship(s):- |
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| **DECLARATION** |
| **Please read the following carefully before signing and submitting your application**  As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will carry out an online search on all shortlisted candidates and will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks.  I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).  I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.  **Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| CONTINUATION SHEET |
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