Archbishop Temple
Church of England High School

working with
Blackburn Diocesan Board of Education

Application Form for a Support Post at Archbishop Temple Church of England High School
(in which the Governing Body is the employer)

Please complete in Black Ink

Vacancy Title:	
Please tell us how you heard about this vacancy:	

1. Personal details

Last Name:		**Christian/ First Name:**	
Address:			
Postcode:			
Home Telephone No.		**Daytime Contact No.**	
Mobile phone No.			
E-mail address:			
National Insurance No.			

2. Education/Qualifications

Secondary School	Study Dates	Qualification and Grade	Date Obtained

CONFIDENTIAL

Further Education	Study Dates	Qualification and Grade	Date Obtained

Ongoing Professional Development	Study Dates	Qualification and Grade	Date Obtained

Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training Course	Course Details (including length of course/nature of training)

CONFIDENTIAL

3. Employment History

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent.

Current or most recent employer

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		**Leaving Date:**	
Reason for Leaving:			
Salary on leaving this post:		**Line Manager's Name:**	

Brief description of duties:

CONFIDENTIAL

Previous employer (1)

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		**Leaving Date:**	
Reason for Leaving:			
Salary on leaving this post:		**Line Manager's Name:**	

Brief description of duties:

Previous employer (2)

Name of Employer:			
Address:			
	Postcode:		
Position Held:			
Date Started:		**Leaving Date:**	
Reason for Leaving:			
Salary on leaving this post:		**Line Manager's Name:**	

Brief description of duties:

CONFIDENTIAL

5. Other Employment					
Employer	**Nature of Employment**	**From**		**To**	
		Month	**Year**	**Month**	**Year**

Continue on a separate sheet if necessary with any further details relating to previous employment.

Have there been any breaks in your employment? **YES/NO**
If answering yes to the above question, please give reasons in the box below.

4. Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format.

Are you subject to any conditions relating to your employment in this country? **YES/NO**
If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have, please tell us what these should be.

CONFIDENTIAL

5. Information in support of your application

Skills, abilities and experience
Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.
Attach and label any additional sheets used. See guidance sheet for further information.

CONFIDENTIAL

Continue on a separate sheet if necessary.

6. Convictions/ Disqualifications

To ensure the safety of our staff/School community a DBS check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at our School. If a check is returned and reveals any information, this will be discussed with the applicant. The employer will make a decision as to whether the offer of employment should be withdrawn.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:-

"Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act".

a) Have you ever been convicted of a criminal offence or been given an official caution?

YES/NO (delete as appropriate)

b) If **yes**, **please provide details below if you have been convicted of a criminal offence/caution or been the subject of a conditional discharge or probation order. Include the dates in your information, nature of the offence and sentence imposed** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

c) If appointed, do you give your consent to the information supplied in **Declaration: a and b above being verified by the police? Failure to consent may prevent your application being considered further.**

YES/NO (delete as appropriate)

CONFIDENTIAL

References

Please give the details of **three** references:
Faith Referee - Your faith referee should have pastoral responsibility for the Church/centre for worship, at which you regularly attend or should be able to communicate your faith commitment, role and outline your link to your faith community.

Name and Address of the place of worship that you attend / are linked to:	
Name and role e.g. Priest Minister etc:	
Address:	**Postcode:**
Email:	**Tel:**

Please give the details of **two** referees: **one of whom should be a professional,** able to comment on your suitability for this post – see guidance sheet for further information.

Referee (1)

Name of Employer:			
Employer Address:	**Postcode:**		
Name of Referee & Position Held:			
Email Address:		**Contact Number:**	

Referee (2)

Name of Employer:			
Employer Address:	**Postcode:**		
Name of Referee & Position Held:			
Email Address:		**Contact Number:**	

Note: *No details are requested on this form regarding marital status or previous surnames. Applicants/candidates are therefore reminded that they may need to contact their referees if their marital status or surname has changed.*

CONFIDENTIAL

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

Canvassing directly or indirectly will disqualify candidates.

I agree that the Human Resources Department can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I declare that all the information given by me on this form is correct and accurate to the best of my knowledge and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: _____ **Date:** _____

Your application will only be acknowledged if you enclose a stamped addressed envelope.

CONFIDENTIAL

GUIDANCE SHEET

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form in black ink.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

If you require an acknowledgement of your application:

- If emailing you must activate a read receipt from your email account.
- If sending by post you must enclose a stamped addressed envelope.
- Please note with limited resources, we cannot verify if we have received your application over the phone.

To complete your application:

- Please type or write clearly in black ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment History' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

References

We will generally take up professional references prior to interview. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

Your appointment will only be confirmed in the post once we are satisfied with the information received from your referees and DBS check.

Supporting Statement

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
- We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date - aim for the day before the deadline.

Thank you for your interest in working in our school.

CONFIDENTIAL