

## Application for Employment

<b>Name</b>	
<b>Position Applied for</b>	
<b>How did you hear about the vacancy?</b>	

The information provided by you in connection with your application for this vacancy will be treated as confidential by Bede's School. Your application form may be copied for use during the recruitment process.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information.

Bede's School is committed to the safeguarding of children and child protection screening will apply to this post. Some of the information we request in this form is for this purpose.

By signing and returning this application form, you consent to Bede's School using and keeping the information provided by you as outlined above; carrying out references, criminal record or child protection checks as may be appropriate in the circumstances.

**Decisions to shortlist candidates for interview are based solely on the information provided on this application form, a covering letter and references.** Your application will not proceed without a completed application form. When applying, you should read the job description and person specification thoroughly and ensure all of the points on the person specification are fully addressed.

**The completed application form, together with your covering letter, should be returned by email to: [recruitment@bedes.org](mailto:recruitment@bedes.org)** or by post to the HR Department, Bede's Upper Dicker, Hailsham, East Sussex, BN27 3QH. Please note CVs will not be accepted without a completed application form.

*In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process, and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.*

# Application Form



Fields marked with an asterisk (\*) are mandatory

## Personal Details

Title		
Surname*		
Forenames*		
Preferred name		
Former surname(s) (e.g. maiden name or where any previous change of name)		
Current Address*		
Postcode*		
Phone numbers	Home	
	Work	
	Mobile	
Home email		
National Insurance Number		
Are you eligible for employment in the UK?*		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.*		
Teacher Registration Number (if applicable)		
Do you have Qualified Teacher Status?		
Have you successfully completed the statutory teachers induction period?		

# Application Form



Fields marked with an asterisk (\*) are mandatory

Are you related to/or do you have a personal relationship with any employee or student of Bede's?			
Have you lived or worked outside of the UK for 3 continuous months or more in the last 10 years? If so, please provide details*			
Do you have a current clean driving licence? (applicable only if duties involve driving)	Yes	No	
For residential posts, please state the number of adults and number of children in your household ( <i>Please note that if your application for a residential post is successful, resident adult family members and resident guests will be required to undertake a DBS check</i> )			

## Previous Addresses (Please provide previous address history for the last 5 years)

Address*				
Postcode*				
Dates of residence*	From (dd/mm/yy)		To (dd/mm/yy)	

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

**Bede's, Upper Dicker, Hailsham, East Sussex BN27 3QH**  
**Bedes.org**

# Application Form



Fields marked with an asterisk (\*) are mandatory

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

**Education** (Please start with the most recent)

Name of School/College/University	From	To	Qualifications Gained (Subject & Grade)

# Application Form



## 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 to be relevant to the role for which you have applied.

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Membership of professional institutions relevant to this post

*Continue on separate sheet if required*

## Employment History (Fields marked with an asterisk (\*) are mandatory)

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet. Please be aware that in addition to your referees and prior to any appointment, any previous employers may be contacted.

Current employer * (school/company)							
Dates of employment *	From (dd/mm/yy)		To (dd/mm/yy)				
Position and main duties *	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>						
Reason for leaving *							
Notice required (or when you could join us) *							
Current rate of pay							

# Application Form



Fields marked with an asterisk (\*) are mandatory

## Previous Employment

Name of employer (school/company)				
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)	
Final salary				
Position and main duties				
Reason for leaving				

Name of employer (school/company)				
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)	
Position and main duties				
Reason for leaving				

Name of employer (school/company)				
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)	
Position and main duties				
Reason for leaving				

# Application Form



Fields marked with an asterisk (\*) are mandatory

Name of employer (school/company)				
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)	
Position and main duties				
Reason for leaving				

Name of employer (school/company)				
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)	
Position and main duties				
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Position and main duties				
Reason for leaving				

# Application Form



Fields marked with an asterisk (\*) are mandatory

## Gaps in work history

Please give details of any time not already accounted for (including voluntary work, raising family and unemployment) since leaving school.\*

Please continue on an A4 continuation sheet, if necessary.

## Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification 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. Continue on a separate A4 sheet if necessary.



# Application Form



## Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity

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Fields marked with an asterisk (\*) are mandatory

## References

Two references are required for external candidates. **One referee must be your current employer** or, if you are not currently working, your last employer. If you are currently not working the second reference should be a character reference from a professional or academic individual who knows you. **If you have had more than one employer, you must provide two employment references.** For students, the character reference should be supported by a reference from your college/University. Internal candidates are required to provide one referee who must be their current manager.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Open references provided by you will also not be accepted.

**It is Bede's normal policy to take up references prior to interview.**

	Reference 1*	Reference 2*
Name		
Job Title		
School/ Company		
Address		
Post Code		
Tel. No		
E-mail		

**Bede's, Upper Dicker, Hailsham, East Sussex BN27 3QH  
Bedes.org**

## Declaration

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge
- 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 not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restrict me from teaching or being involved in the management of an independent school
- I understand that providing false information is an offence who could result in my application being rejected (or if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence
- 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, to the best of my knowledge I am not disqualified from working in early years' provision or later years' provision.
- I confirm that, to the best of my knowledge, I am not living in a household with another person who has been disqualified from caring for children

**Signed**

**Date**

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.

## Criminal record

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the Bede's Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children's Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

An offer of employment is conditional upon Bede's receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be 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 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. You are not required 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 which can be found on the Disclosure and Barring website:

**(<https://www.gov.uk/government/organisations/disclosure-and-barring-service>).**

If you have a criminal record this will not automatically debar you from employment.

It is a condition of your application that you answer the questions below. Before doing so please refer to the DBS filtering rules.

# Application Form



Fields marked with an asterisk (\*) are mandatory

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning of been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction of an offence committed in the United Kingdom which is subject to the DBS filtering rules (please see following website link: <a href="http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates">www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates</a> for advice) *	Yes	No
Is there any relevant court action pending against you?*	Yes	No
If answering 'yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.		

## Disability

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. Long term in this context means likely to last longer than 12 months or likely to recur.

Do you consider yourself to have a disability as defined in the Equality Act?

Yes  No  Don't know  Prefer not to say

If you have answered “Yes” to this question, please indicate under separate cover directly to the HR Department, any special arrangements which you might require if you are selected for interview.