Ripley St Thomas Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

|  |
| --- |
| **Application for appointment as [Please enter Job Title]** |

1. **Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title:  |  | Forename:  |       | Surname:  |       |
| Have you ever used any other names? | [ ]  Yes [ ]  No |
| If YES, please state in full |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |       | Tel. Home |       |
|  |       | Tel. Mobile |       |
|  |       | Tel. Work |       |
|  |       |  |
| Postcode |       | E-Mail Address |       |
| NI No. |       | This e-mail is  | [ ]  Personal [ ]  Work |

1. **Current Employment**

|  |  |
| --- | --- |
| Employer Name |  |
| Address |       | Job Title |       |
|  |       | Date Started |       |
|  |       | Current Salary | £      |
|  |       | Current Notice Period |       |
| Postcode |       |

Please use the continuation sheet on Page 8 if space is limited in any of the following sections.

1. **Previous Employment**

Please give details of ALL posts held, including part time and unpaid work. If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, voluntary work etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Role/ Position | Reason for leaving |
| From | To |  |  |  |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

*Certificates for all qualifications shown in Sections 4 and 5 below should, where possible, be produced at interview. The successful applicant must produce original certificates before the offer of the post is confirmed*

1. **Secondary Education (11-16)**

|  |  |  |
| --- | --- | --- |
| School | Dates (MM/YYYY) | Qualifications obtained  |
| From | To | Subject | Level(eg GCSE) | Grade | DateObtained |
|       |       |       |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
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|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |

1. **Further/ Higher Education (16+)**

|  |  |  |
| --- | --- | --- |
| School / College | Dates (MM/YYYY) | Qualifications obtained  |
| From | To | Subject | Level | Grade | DateObtained |
|       |       |       |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |       |       |       |       |
|  |  |  |  |  |  |  |

1. **Higher Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Institution | From  | To | Qualifications obtained (**including Classification**) | DateObtained |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

1. ***Relevant* Professional Development**

Please state any relevant professional development, including in house training or accredited qualifications obtained during your previous positions.

|  |  |
| --- | --- |
| Training | Dates |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

1. **References**

Please supply the names and address of two people (one of which must be your present employer), to whom application may be made for a reference. **NB References will not be accepted from relatives or from people writing solely in the capacity of friends.**

Current or most recent employer

|  |  |  |  |
| --- | --- | --- | --- |
| Title |      | Address |       |
| Name |       |  |       |
| Position |       |  |       |
| Place of Work |       |       |       |
| Relationship to applicant |       | Postcode |       |
|  |
| E-Mail Address |       | This e-mail is  | [ ]  Personal [ ]  Work |

[ ]  I do not wish my present employer to be contacted.

Second Reference

|  |  |  |  |
| --- | --- | --- | --- |
| Title |      | Address |       |
| Name |       |  |       |
| Position |       |  |       |
| Place of Work |       |  |       |
| Relationship to applicant |       | Postcode |       |
|  |
| E-Mail Address |       | This e-mail is  | [ ]  Personal [ ]  Work |

Faith Reference (if desired)

|  |  |  |  |
| --- | --- | --- | --- |
| Title |      | Address |       |
| Name |       |  |       |
| Position |       |  |       |
| Place of Work |       |  |       |
| Relationship to applicant |       | Postcode |       |
|  |
| E-Mail Address |       | This e-mail is  | [ ]  Personal [ ]  Work |

1. **DISCLOSURE OF CRIMINAL CONVICTIONS AND REHABILITION OF OFFENDERS ACT 1974**

The post for which you are applying will involve access to children and will be subject to satisfactory enhanced clearance from the Disclosure and Barring Service. You are required to declare any \*unprotected convictions, cautions or reprimands, warnings or bind-overs, even if they would otherwise be regarded as ‘spent’ under the Act. Please make the following declaration and mark as appropriate.

|  |  |
| --- | --- |
| Do you have anything to declare? | [ ]  Yes [ ]  No |
| \* Please note that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have been convicted of a criminal offence in the past.  However, the 1975 Exemptions Order to this Act excludes certain types of employment, which involve contact with vulnerable adults or young people, from the protection of the Act.  If you are in any doubt as to the correct answer to give you should take advice, or check <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/299916/rehabilitation-of-offenders-guidance.pdf> |
| If the answer is yes, then I have attached a sealed envelope containing details. | [ ]  Yes [ ]  No |

**Requirements**

|  |  |
| --- | --- |
| Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job. | [ ]  Yes [ ]  No |
| If YES, please give details |       |

**Working in the UK**

|  |  |
| --- | --- |
| Do you need a Work Permit or Worker Registration Certificate to work in the UK? | [ ]  Yes [ ]  No |

**Lived/Worked Outside the UK**

|  |  |
| --- | --- |
| Have you ever lived or worked outside of the UK?  | [ ]  Yes [ ]  No |
| If ‘Yes’, please state where and dates |        |
| Do you hold a Certificate of Good Conduct for your time spent abroad? | [ ]  Yes [ ]  No If ‘Yes’ please provide the issue date:       |

The Disability Discrimination Act 1995 defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |
| --- | --- |
| **Do you have a disability?** | [ ]  Yes [ ]  No  |

Are there any dates when you would not be available for interview in the near future? Please state below

|  |
| --- |
|       |

**Declaration**

|  |
| --- |
| I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise Ripley St Thomas Church of England Academy to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.I agree that personal data relating to me which has been, or is obtained by Ripley St Thomas Church of England Academy, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to the Governors and authorised employees of the school and used by the school for any purpose relating to my application and prospective recruitment and employment within the school.I certify that I am not included on the Children’s Barred List or Adults’ Barred List maintained by the Independent Safeguarding Authority, that I have not been disqualified from working with children or vulnerable adults and I am not subject to any sanctions imposed by a regulated body or subject to any ongoing investigation into any matter which may bring into question my suitability for the post applied for. |
| Signed       | Date       |

**LETTER OF APPLICATION**

Along with your application form, please also provide a letter outlining your experience relative to the job description and explaining what you will bring to the role. The letter should be addressed to Mrs C Walmsley, Principal, should be word processed (font Tahoma pt 11) and should not be longer than two sides of A4.

The letter and application form should be forwarded in an envelope marked **PRIVATE & CONFIDENTIAL** to:

**Mrs J Rees**

**Executive Assistant to the Principal**

**Ripley St Thomas Church of England Academy**

**Ashton Road**

**Lancaster**

**LA1 4RS**

or emailed to reesj@ripley.lancs.sch.uk

**Applicants submitting their application via e-mail will accept the above declaration on sending this document. A signature may be required at interview stage. Failure to declare correct information could affect your application.**

**IMPORTANT**

* PLEASE DO NOT SEND A CV
* IF SUBMITTING YOUR APPLICATION BY POST, PLEASE ENSURE THERE IS ADEQUATE POSTAGE ON THE ITEM BEFORE SENDING

Ripley St Thomas supports the principle of equal opportunities in employment and a copy of the Ripley St Thomas equal opportunities policy is available on request. **Please take time to fill out the Equal Opportunities questions on Page 9 to help us develop this policy further.**

**Continuation Sheet** for further information you wish to provide.

**Equal Opportunities Policy in Employment**

In order to ensure the successful development of this policy in relation to recruitment and selection of staff, all applicants must fill in the appropriate details as shown below. Existing employees of Ripley St Thomas, as well as external applicants are included in monitoring this scheme.

Please return this form WITH your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members on the Selection Panel.

**Details of Post Applied for**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | Ripley St Thomas Church of England Academy | Post Title |       |
| Name |       | Gender | [ ]  Male [ ]  Female  |

**Please tick the box which best describes your ethnic/ cultural/ racial origin**

|  |  |  |
| --- | --- | --- |
| **a. White** | **b. Mixed** | **c. Asian or Asian British** |
| [ ]  British[ ]  Irish[ ]  Other (Please State)       | [ ]  White & Black Caribbean[ ]  White & Black African[ ]  White & Asian[ ]  Other (Please State)       | [ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Other (Please State)       |
| **d. Black or Black British** | **b. Chinese** |
| [ ]  Caribbean[ ]  African[ ]  Other (Please State)       | [ ]  Chinese[ ]  Other       |

The Disability Discrimination Act 1995 defines a disabled person as: ‘A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.’ Someone who has had such a disability but is now recovered. Someone with a severe disfigurement.

|  |  |
| --- | --- |
| **Do you have a disability?** | [ ]  Yes [ ]  No  |

**Where did you see this job advertised / how did you find out about this job? Please state relevant website or publication etc.**

Thank you for your assistance. Your co-operation will help promote equality of opportunity.