**THE DIOCESE OF ST EDMUNDSBURY AND IPSWICH**



Diocesan Office

St Nicholas Centre

4 Cutler Street

Ipswich

IP1 1UQ

Tel: 01473 298500

Fax: 01473 298501

Email: HR@cofesuffolk.org

Website: www.cofesuffolk.org

# NOTES FOR COMPLETION OF APPLICATION FORM

**Please read these general notes before completing the application form**

* You may submit your application either electronically or by post. Electronic versions should be submitted to HR@cofesuffolk.org and by post the address is The Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ. **Please mark your application ‘STRICTLY PRIVATE AND CONFIDENTIAL - APPLICATION’**
* It is important that this application form is completed in full by all applicants. We will not accept Curriculum vitae as a substitute.
* Wherever possible please submit the form electronically as a pdf.
* If submitting a hard copy either printed or handwritten please use single sided sheets and complete in black ink.
* Please do not staple the pages together (to enable separation of the confidential sections).
* Where indicated as applicable to the post, the successful candidate will also be required to receive a satisfactory Disclosure & Barring Service check.
* Closing date for receipt of applications is as stated in the advertisement and/or diocesan website.

**Data Protection notice**

Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

* You have given us your consent
* We must process it to comply with our legal obligations
* We need to process it for our legitimate interests
* **Please assist us in monitoring our recruitment processes by completing the separate Diversity and Monitoring form.** This will not be seen by any member of staff except those administering the Human Resources function and will not affect your application in any way. You may send the monitoring form either with your application, sealed in a separate envelope, or by post or email to the monitoring officer at the address given above.

**Please retain this page for your information – you do not need to return it with your application form.**

**DIOCESE OF ST EDMUNDSBURY AND IPSWICH**

**DIOCESAN BOARD OF EDUCATION**

**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | **Ref:****(For office use)** |

### Part A – Personal Information

|  |  |
| --- | --- |
| **Surname:** |  |
| **Title:** |  |
| **Forename(s):** |  |
| **Address:** |  |
| **Home contact number:** |  |
| **Daytime contact number:** |  |
| **Mobile telephone number:** |  |
| **Email:** |  |
| **Teacher Reference no:****QTS:**  | Yes  | No  |

|  |  |
| --- | --- |
| **What period of notice are you required to give to your present employer?** |  |

**Declaration**

**I declare that the information I have given in each section of this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.**

**I hereby give my consent to the St Edmundsbury & Ipswich Diocesan Board of Finance holding and processing sensitive personal data supplied on this application form in line with the General Data Protection Regulations.**

**Signed: …………………………………………………………………………………………**

**Date: …………………………………………………………………………………………….**

**Part B – Education and Qualifications**

**Secondary Education (CSE, GCE, GCSE, RSA, A/AS level etc or other equivalent)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date****(mm/yyyy)** | **Establishment** | **Examination type** | **Subject(s)** **List in box** | **Grade achieved** **List in box** |
|  |  | GCSE |  |  |
|  |  | AS / A Level |  |  |
|  |  | Other |  |  |

|  |
| --- |
| **Postgraduate education, in-service training or study or any other professional qualifications** |
| **Establishment** | **Qualifications gained** |
|  |  |

|  |
| --- |
| Other relevant qualifications or training including membership of professional bodies, relevant courses attended recently and driving licence(s) held (if relevant to post applied for). |

**Part C – Employment History**

***Starting with your present appointment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either working or in full time education.***

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom:To:  | Name and address and type of school / establishment: | Status i.e.Qualified Teacher / NQT / Instructor / Overseas Trained | Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection |
| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom:To:  | Name and address and type of school / establishment: | Status i.e.Qualified Teacher / NQT / Instructor / Overseas Trained | Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection |
| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |
| DatesFrom:To:  | Name and address and type of school / establishment: | Status i.e.Qualified Teacher / NQT / Instructor / Overseas Trained | Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection |
| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom:To:  | Name and address and type of school / establishment: | Status i.e.Qualified Teacher / NQT / Instructor / Overseas Trained | Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection |
| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
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| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |

|  |  |  |  |
| --- | --- | --- | --- |
| DatesFrom:To:  | Name and address and type of school / establishment: | Status i.e.Qualified Teacher / NQT / Instructor / Overseas Trained | Salary details i.e. give points awarded for: Qualifications / Experience / TLR /Recruitment / Retention / Special Needs / Total salary p.a. / salary protection |
| Job Title and brief description of duties (include Key Stage, age groups taught, number on school roll for all teaching posts): | Reason for leaving and notice period if applicable |

**Part D – Further information in support of your application**

*Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.*

*For example, you may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc or details of voluntary work of relevance to this application. Please include any offices and/or responsibilities held either locally or nationally in the Church of England.*

*In particular, looking at the person specification please give examples of how you meet the criteria.*

*If this post has a genuine occupational requirement (GOR) please state how you meet this.*

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**PART E – Confidential information**

**This section will be detached from the main part of the application form and will not be seen by any member of staff except those administering the Human Resources function.**

**Referees**

Obtaining references is an essential part of our recruitment process and will normally be taken up prior to interview. However, we will not contact a referee without your express permission.

|  |
| --- |
| Please give the names and contact details of at least two referees who have knowledge of you in a professional capacity. One of them must be your current / most recent employer and your references **must cover all employment and/or any voluntary work in the past five year period**.  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Tel No:** |  |
| **Position / Occupation:** |  |
| **May we contact this person now?** | **Yes** |  | **No** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Tel No:** |  |
| **Position / Occupation:** |  |
| **May we contact this person now?** | **Yes** |  | **No** |  |

|  |
| --- |
| **UK Border Agency requirements** |
| Are you free to remain and work in the UK with no current immigration restrictions? | Yes/No |
| Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are the successful candidate. |

**Health**

Do you need any special facilities to help you attend an interview?

|  |
| --- |
|  |
| **Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.** |
|  |

**Rehabilitation of Offenders Act 1974**

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are 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.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information from the Disclosure & Barring Service before your appointment is confirmed.