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| **ST EDWARD’S – APPLICATION FOR EMPLOYMENT** | | | | | | | | | | | | |
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| **Safeguarding at St Edward’s**  St Edward’s aim is to provide pupils with an excellent education. However, our highest priority is keeping pupils safe from any harm or abuse. We have a strong culture of raising concerns and challenging safeguarding practice within our community. It is very important that anyone completing our application form also understands our commitment to safeguarding.  For more information, you can access our safeguarding policy on our website: [**https://www.stedwardsoxford.org/about-us/reports-and-policies/**](https://www.stedwardsoxford.org/about-us/reports-and-policies/) | | | | | | | | | | | | |
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| Position applied for: | | |  | | | | | | | | | |
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| Where did you see the post advertised? | | | | |  | | | | | | | |
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| **Personal Details** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Surname | |  | | | | | | | Title | | |  |
|  | | | | | | | | | | | | |
| First name(s) | |  | | | | | | | | | | |
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| Address: | |  | | | | | | | | | | |
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|  | | | | | | | | | Postcode: | | |  |
|  | | | | | | | | | | | | |
| Email address: | |  | | | | | | | Telephone: | | |  |
|  | | | | | | | | | | | | |
| National Insurance number: | | | | |  | | | | | | | |
|  | | | | | | | | | | | | |
| Do you hold a driving licence? | | | | |  | Yes |  | No | |  |  | |
|  | | | | | | | | | | | | |
| If “Yes” is your licence full or provisional? | | | | |  | Full |  | Provisional | |  |  | |
|  | | | | | | | | | | | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of St Edward’s School? | | | | | | | | | | | | |
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| Yes |  | No |  | If “Yes” please give details below: | | | | | | | | |
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| **Education and Qualifications**  Please supply a full history with start and end dates (month and year) of all education and qualifications from secondary education to present. If you are invited to interview, you may be asked to provide proof of any qualification gained. | | | | | | | | | | | | |
| Name and address of School/ College/ University | | | Date started  MM/YY | | Date ended  MM/YY | | | Subjects studied / Qualification gained | | | | Grades/ Degree Class Achieved |
| 1. |  | |  | |  | | |  | | | |  |
| 2. |  | |  | |  | | |  | | | |  |
| 3. |  | |  | |  | | |  | | | |  |
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| 6. |  | |  | |  | | |  | | | |  |
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| Do you have Qualified Teacher Status (QTS?) | | | |  | Yes |  | | | No |  |  | |
|  | | | | | | | | | | | | |
| Teacher Reference Number | |  | | | | | | | | | | |
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| Please provide details of any professional bodies to which you belong: | | | | | | | | | | | | |
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| **Other Relevant Skills, Qualifications or Training**  Please list any which you have undertaken which is relevant to the post for which you are applying | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Details of course | | | | | | | Date completed and qualification obtained | | | | | |
| 1. |  | | | | | |  | | | | | |
| 2. |  | | | | | |  | | | | | |
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| **Employment History**  Starting with the most recent, please give details of all jobs you have held including part time, self-employment and voluntary work since leaving secondary education. | | | | | | | | | | |
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| What is the name and full address of your current or most recent employer? | | | | | | | | | | |
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| Job title | |  | | | | | | | | |
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| What is/ was your reason for leaving? | | | | |  | | | | | |
|  | | | | | | | | | | |
| Date started MM/YY: | |  | | | | | | Date left MM/YY: |  | |
|  | | | | | | | | | | |
| What is your notice period? | | | | | |  | | | | |
|  | | | | | | | | | | |
| What is your current or most recent salary? | | | | | |  | | | | |
|  | | | | | | | | | | |
| Name and address of previous employer(s) | | | Date started  MM/YY | Date ended  MM/YY | | | Post/ duties | | | Reason for leaving |
| 1. |  | |  |  | | |  | | |  |
| 2. |  | |  |  | | |  | | |  |
| 3. |  | |  |  | | |  | | |  |
| 4. |  | |  |  | | |  | | |  |
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| **Gaps in Employment**  As a School, it is a requirement that we have an unbroken history of your employment and other activities since leaving secondary school. Please give full details below of any time not already accounted for in the sections above, for example any periods when you were unemployed, travelling etc. | | |
| Start date  MM/YY | End date  MM/YY | Details |
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| **Applications for teaching roles only**  Please give details of any interests, hobbies or skills that you could bring to the School to contribute to its extra-curricular activities | | |
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| Relevant Skills and Experience 5  Please tell us why you are applying for the advertised post and why you think you are suitable for the position. **Describe any qualifications, knowledge, skills, experience, and personal attributes gained in other jobs or similar environments which you feel are relevant to the selection criteria outlined in the job description for the post**.  Please try to keep your response to no more than 750 words. |
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| References Please give full details of **at least** two referees who can confirm that you meet the selection criteria for the post. The referees should not be related to you in any way nor be writing solely as a friend nor a current St Edward’s employee. If you are (or have recently been) employed, one referee should be your present or last employer. If you are (or have recently been) a student, one should be a senior staff member from your place of study. If you are not currently working with children but have done so in the past, you should also give details of the employer by whom you were most recently employed to work with children. Referees will be asked about disciplinary offences relating to children including any in which the penalty is ‘time expired’ (that is where a warning could no longer be taken into account in any new disciplinary hearing) and whether you have been the subject of any child protection concerns and, if so, the outcome of any enquiry or disciplinary procedure. Please note that references are normally taken up for all shortlisted candidates and we may approach employers for information to verify particular experience, or qualifications, before interview unless you specifically ask us not to do so at that stage. | | | | | | | | | | |
| Name of referee | |  | | | | | | | | |
|  | | | | | | | | | | |
| Referee’s job title | |  | | | | | | | | |
|  | | | | | | | | | | |
| Email address |  | | | Telephone | | |  | | | |
|  | | | | | | | | | | |
| Company name and address | |  | | | | | | | | |
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| Your relationship to the referee | | |  | | | | | | | |
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| May we contact your referee without further authority from you? | | | | |  | Yes | |  | No |  |
|  | | | | | | | | | | |
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| Name of referee | |  | | | | | | | | |
|  | | | | | | | | | | |
| Referee’s job title | |  | | | | | | | | |
|  | | | | | | | | | | |
| Email address |  | | | Telephone | | |  | | | |
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| Company name and address | |  | | | | | | | | |
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| Your relationship to the referee | | |  | | | | | | | |
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| May we contact your referee without further authority from you? | | | | |  | Yes | |  | No |  |
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| Name of referee | |  | | | | | | | | |
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| Referee’s job title | |  | | | | | | | | |
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| Email address |  | | | Telephone | | |  | | | |
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| Company name and address | |  | | | | | | | | |
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| Your relationship to the referee | | |  | | | | | | | |
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| May we contact your referee without further authority from you? | | | | |  | Yes | |  | No |  |

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| Any additional informationPlease use this section to continue any of the sections above or to provide any additional information, if required. Please note which section of the application form this relates to. |
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| **The information you provide on the next pages will not be seen by those involved in shortlisting for interviews** |

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| Name: |  | | | | | | | | | |
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| Position applied for: |  | | | | | | | | | |
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| Do you currently have the legal right to work in the UK? | | | |  | | | Yes\* |  | No |  |
| \* Documentary evidence of right to work will need to be provided at interview. | | | | | | | | | | |
| Do you require sponsorship under the UK points-based registration system? | | | |  | | | Yes |  | No |  |
| Please note: An EU worker arriving in the UK after 1st January 2021 will require sponsorship under the above-mentioned system. Citizens of EU, EEA and Swiss citizens will be required to provide proof of settled status or pre-settled status to have the legal right to work in the UK. | | | | | | | | | | |
| Have you lived outside the UK for longer than 3 months in the last 5 years? | | | | |  | | Yes |  | No |  |
|  | | | | | | | | | | |
| If “Yes” please give details below. Please note, if selected, you may need to obtain a Police Certificate of Good Conduct from that country | | | | | | | | | | |
|  | | | | | | | | | | |
| Country visited | | Date from MM/YY | Date to MM/YY | | | Reason | | | | |
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| Criminal Records If you are successful in your application, you will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).  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.  As outlined in the Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2020, Youth Cautions, Youth Conditional Cautions, Reprimands or Warnings received in childhood (17 years of age and below) are exempt from this and do not need to be declared. \*  If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly, in line with School policies.  **If the answer to any of the questions below is “yes”, you must send full details to the Head of HR when you submit your application form. If you are submitting your application by email, please mark your email Private and Confidential for the attention of the Head of HR. If you are sending your application through the post, please include the information with your application form in a separate sealed envelope marked private and confidential for the attention of the Head of HR.**  **Please note that the information you provide will not form part of the shortlisting process and will only be shared with the recruiting manager if you are shortlisted for interview.** | | | | | | | | | | |

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| Have you ever been convicted by the courts of any offence? | | |  | Yes |  | No |  |
| Are you currently, or have ever been the subject of an investigation or enquiry by the police, or a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult, or other inappropriate behaviour? | | |  | Yes |  | No |  |
| Is there any court action pending against you? | | |  | Yes |  | No |  |
| Have you ever received a caution, reprimand or final warning from the police? \* | | |  | Yes |  | No |  |
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| **Date of Birth and Previous Names** | | | | | | | |
|  | | | | | | | |
| Date of birth |  | | | | | | |
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| Have you ever been known by any other name? Please provide details below | | | | | | | |
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| **Personal Declaration**   * I confirm that I have read and understood ‘Safeguarding at St Edward’s as stated on page 1 of the application form. * I confirm that the information which I have given in this application form and on any continuation sheets is true and correct to the best of my knowledge. * I confirm that I am not on the list maintained by the Disclosure & Barring Service of those barred from working with children, otherwise disqualified from working with children or subject to sanctions imposed by a regulatory body. * I consent to the School processing the information given on this form, including sensitive information as may be necessary during the selection and recruitment process. * I consent to the School making direct contact with any previous employer where I have worked with children or vulnerable adults to verify my reason for leaving that position * I consent to the School making direct contact with the people specified as my referees to obtain and verify the reference, except where I have indicated that my further authority is needed. * I consent to the School carrying out an online search as part of their due diligence, should I be shortlisted for the role. * I understand that providing false information 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. | | | | | | | |
|  | | | | | | | |
| **Signature** | |  | | | | | |
|  | | | | | | | |
| **Print name** | |  | | | | | |
|  | | | | | | | |
| **Date** | |  | | | | | |
| Completed application forms, accompanied a CV if desired, should be emailed to [**recruitment@stedwardsoxford.org**](mailto:recruitment@stedwardsoxford.org)  or by post to: **St Edward’s School, Woodstock Road, Oxford, OX2 7NN** | | | | | | | |
| Find out more about St Edward’s by visiting the website at [www.stedwardsoxford.org](http://www.stedwardsoxford.org/) or by following us on social media: **Instagram**, **Twitter** or **Facebook** | | | | | | | |