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**THORNLEIGH CAMPHILL COMMUNITIES**

**APPLICATION FORM**

**Part 1**

**POST APPLIED FOR …………………………………………………………….**

**Where did you see this post advertised? …………………………………...**

**PERSONAL DETAILS**

**Title …………………………………………………………………………………..**

**Surname …………………………………………………………………………….**

**First Name(s) ……………………………………………………………………….**

**Address ……………………………………………………………………………..**

**…………………………………………………………………………………………**

**…………………………………………… Post Code ……………………………..**

**Telephone number ………………………………………………………………...**

**Mobile phone number …………………………………………………………..**

**E-mail ………………………………………………………………………………...**

**SAFER RECRUITMENT**

In order to comply with Safer Recruitment Procedures, applications for all posts must be made via a fully completed application form. Therefore, please complete all sections and attach any additional information sheets to your form.

**APPLICATIONS BY CV CANNOT BE ACCEPTED.**

Any offer of employment will be subject to receipt of satisfactory references and DBS.

**Thornleigh Camphill Communities is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will be required to undergo child protection screening, including checks with past employers and the DBS.**

**DATA PROTECTION ACT 2018**

We will ensure that the personal and sensitive data provided on this form will be processed fairly and lawfully in accordance with the Data Protection Act (2018). Due to the personal and sensitive nature of the information included in the application form it is necessary for you to give your consent for the data to be processed, therefore please read and sign the agreement below.

I, the undersigned, give my consent for Thornleigh Camphill Communities to process the personal and sensitive data included in this form for the purpose of application for employment.

**Signed …………………………………. Date ……………………………………**

**Equal opportunities monitoring information**

Thornleigh Camphill Communities is committed to equality of opportunity and will consider applications solely on the basis of merit and the ability to do the job.

The data collected in this section will be used for the purposes of monitoring only and will be removed and kept separately from your employment and qualification history for the purposes of shortlisting.

It will assist the organisation to support and encourage under-represented groups and promote diversity.

Please complete all sections, ticking the boxes where appropriate.

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**Date of Birth …………………… Age …………**

**Gender □ Male □ Female □ Other □ Prefer not to say**

**ETHNIC BACKGROUND**

Please note that ethnic background is not about nationality, place of birth or citizenship. It is about colour and broad ethnic grouping. People may belong to any of the groups listed below. Please tick any of these that apply:

* White British □ Caribbean
* White Irish □ African
* White Other □ Other Black
* Mixed

 □ White and Black Caribbean

 □ Indian □ White and Black African

 □ Pakistani □ White and Asian

 □ Bangladeshi □ Other Mixed

 □ Other Asian

 □ Chinese □ Other Ethnic Group

**Country of Birth ……………………….. Nationality ……………………..…..**

**Entitlement to Work in the UK**

All potential employees are required to provide evidence of entitlement to work in the UK.

**Do you require a work permit to work in the UK?**  **YES / NO**

*If you are shortlisted for interview, please bring proof of your entitlement to work with you.*

**Exemption under the Rehabilitation of Offenders Act (1974)**

All posts at Thornleigh Camphill Communities are exempt from the Rehabilitation of Offenders Act 1974 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Home Office [website](https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide)*.*

All appointments are subject to enhanced DBS disclosure. Posts in regulated activity are also subject to checks of the relevant DBS barred list. For teaching posts, a check of the TRA and GTCE prohibited lists will also be undertaken. Appointments to relevant posts at the Sheiling School will also be subject to checks that the candidate is not prohibited from management of an independent school.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

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| --- | --- |
| **Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children and young people?**  | Yes / No |
| If yes and if you are invited for interview a statement of these details should be sent under separate cover in an envelope marked Private & Confidential to the Manager. |
| **Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and young people?**  | Yes / No |
| If yes and if you are invited for interview a statement of these details should be sent under separate cover in an envelope marked Private & Confidential to the Manager. |
| **Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013?** | Yes / No |
| If yes and if you are invited for interview a statement of these details should be sent under separate cover in an envelope marked Private & Confidential to the Manager. |
| **Confirmation of declaration** – By signing this application form: |
| I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
| In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children and young people. |

**REFERENCES:**

**Please complete all details below in full, including telephone number and email.**

***At least one of your referees MUST be contactable prior to interview and one of your referees MUST be your most recent employer. If you are not currently working with children but have done so in the past, your second reference must be from the last employer where you worked with children.***

***NOTE: We are unable to accept references from friends or family. Referees must be known in a professional capacity and of a senior/supervisory level.***

**Please contact referees and ensure that you have their permission to put them forward as a Referee.**

**Can we contact before interview? Can we contact before interview?**

**YES / NO YES / NO**

**Name ……………………………………. Name ………………………………………**

**Address …………………………………. Address …………………………………...**

**……………………………………………. ………………………………………………**

**……………………………………………. ………………………………………………**

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**Work phone Number …………………. Work phone Number ……………………**

**Work email ……………………………… Work email ……………………………….**

**Occupation……………………………… Occupation ……………………………….**

**…………………………………………….. ………………………………………………**

**Relationship to referee ……………….. Relationship to referee …………………**

**…………………………………………….. ………………………………………………**

**Length of time known ………………… Length of time known ………………….**

**(Must be a minimum of 2 years) (Must be a minimum of 2 years)**

**A third reference will be needed if the length of time known is less than 2 years for your latest employer.**

**✀---------------------------------------------------------------------------------------------------------- ✀**

The details above (Part 1 of this application) will be detached and kept separately from the remainder of your application for the purposes of shortlisting.

**Part 2**

**EMPLOYMENT HISTORY** MOST RECENT FIRST. Please detail month/year format for all dates and **please account fully for any gaps in employment**

(Please use continuation sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment****Dates****(MM/YY)** | **Employer (inc****Address)** | **Position held** | **Reason for leaving** |
| From / To |  |  |  |

|  |  |
| --- | --- |
| **Gaps in Employment****Dates****(MM/YY)** | **Reason*****Note: without this information, we will not be able to accept your application. Include the months.*** |
| From / To |  |

**EDUCATION/QUALIFICATIONS**

(Please use continuation sheet if necessary)

Please detail **month/year** format for all dates

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates****(MM/YY)** | **School/College/University** | **Qualification** | **Grade** |
| From / To |  |  |  |

**FOR TEACHING POSITIONS ONLY:**

Teacher ref. no **………………………………………………………………………………**

**OTHER SKILLS/CAPABILITIES**

**…………………………………………………………………………………………**

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**SUPPORTING STATEMENT** Please state your reasons for applying for the post (Please continue overleaf and on a separate sheet if necessary)

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| **DECLARATION** |
| I declare that the information provided in this form is to the best of my knowledge true and accurate. I understand that any falsehood, alteration or withholding of information will render this application void, and the recruitment process or any appointment may be terminated as a result.I understand that the position to which I am applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (amended 2013) and that, if invited for interview, I will be required to complete a declaration disclosing all relevant criminal offences or other matters that may affect my suitability to work with children.Signed: ............................................... Date: ......./......./................  |

**Please return the completed form to:**

HR Department

Sheiling School

Thornbury Park

Park Road

Thornbury

Bristol, BS35 1HP

Or to office@sheilingschool.org.uk