Application Form for Non-Teaching Appointment

DIOCESE OF CHICHESTER ACADEMY TRUST

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. Your role may require you to be in contact with children. Therefore, we will need to obtain an Enhanced DBS clearance (including children's barred list information) before you start work with DCAT and a Section 128 barring listing check, for any management posts or roles with financial responsibilities. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. All prospective staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work if shortlisted for the role. **The Diocese of Chichester Academy Trust has a commitment to equality and diversity and welcomes applications from people from a diverse background**. Shortlisted candidates will be asked if they require any adjustments to be made to support them to attend the interview. At the interview, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Please complete this form to clearly demonstrate how well you match the Person Specification for your application. **Please save this file in Microsoft Word format.** You can attach further documents to support your application but please note that **a CV is not required**.

SECTION 1 – APPLICATION DETAILS

Job title of post applying for?	
How did you find out about this job?	
DCAT Academy name	
Work Arrangement	☐ Full-time ☐ Part-time ☐ Job Share – please state preferred working arrangements:
If the post is full-time, would you be prepared to consider working on a job-share basis	☐ No ☐ Yes – Please specify preferred arrangement:
Are you currently working for DCAT? (exclude agency staff)	☐ No ☐ Yes - Please specify:

Your Personal Details

Title	☐ Mr ☐ Mrs ☐ Miss ☐ Other - Please specify:		
First Name(s)		**Surname**	
Known As		**Any previous names**	
Correspondence Address			
Telephone	Home		
	Mobile		
Email Address			
National Insurance No.			
Do you currently have the right to work in the UK?	☐ Yes ☐ No If no, please explain circumstances		

SECTION 2 – QUALIFICATIONS

List all of your achievements relevant to this job and any others you feel could be important (for example, for your career development), **starting with the most recent**. You will be required to provide proof of qualifications and membership to professional bodies if you are selected for interview.

Qualifications

Name of Institution	GCSE or equivalent	Pass marks	Dates
Name of Institution	**'A' OR AS level**	**Pass marks**	**Dates**

Higher Education			
University:		Date:	
Degree in:		Award:	
University:		Date:	
Degree in:		Award:	

Training

Course Title	Organisation	Dates

Membership to professional bodies

Name of professional body	Date achieved	By exam or election?

SECTION 3 – EXPERIENCE

Tell us about how you meet the requirements within the **experience** section of the person specification. Please give your **Full Job History** with details of your employment starting with your **current or most recent job**. Indicate gaps in employment and full-time study and tell us what you were doing during this time (e.g. full time study, voluntary work). Any gaps in employment may be questioned at interview. Please continue on a separate sheet if necessary.

Present Position / Most Recent Job

Name, Address, and Website of Employer:	
Job title and duties:	
Date appointed:	
Working hours:	☐ Full-time ☐ Part-time (please specify hours per week)
Pay Scale:	
Any additional allowances: (Please specify type)	
Are you still employed by this establishment?	☐ Yes ☐ No
Date and reason for leaving (if applicable)	
If still currently employed, what is your notice period?	

Full Previous Job History In chronological order (Use separate sheet if necessary)

Name of Employer	Job Title and Duties	Employment From/to (exact date)	Reason for leaving

Periods When Not Working

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From Month/Year	Date To Month/Year	Reason

SECTION 4 – SUPPORTING STATEMENT

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post.
- The personal qualities and experience that you feel are relevant to your suitability for the post.
- Key responsibilities and achievements in your present or most recent job which are relevant to this application.
- Details of any relevant interests or activities.

Please answer fully as this information will be used to shortlist candidates for interview. Please continue on separate A4 sheets if required.

SECTION 5 – REFERENCES

Please provide two references or three references for any management position. One must be your current employer or last employer (where applicable) and the other, a second employer. If you are not currently working with children, one referee must be from the last time you worked with children (where applicable). If you have not been employed previously, please provide an academic and character reference. If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager.

References will be taken up after shortlisting, prior to interview. If you do not wish us to contact your referees prior to interview, please indicate as shown. Please do not name relatives or people acting solely in their capacity as friends as your referees. **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

A job offer will not be made without the required references.

We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

	Reference 1 (Current Employer)	Reference 2	Reference 3 - For Management Positions Only
Name & Job Title			
Telephone number			
Email			
Employer's name and full address			
How long have you known this person and in what capacity?			
May we contact this referee prior to interview?	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Declaration by Applicant

Warnings and Disciplinary Issues

Have you ever been dismissed, or have you ever resigned in the face of a dismissal or warning? (Select as applicable)	☐ Yes	☐ No
If yes, please give details:		
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	☐ Yes	☐ No
If you have answered yes to the above question, you **must** supply details on a separate sheet of paper, place it in a sealed envelope marked '**Confidential - For the attention of the Recruitment Manager'** and attach it to your application form.		
I have attached details requested	☐ Yes ☐ No	☐ N/A

Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.

Reason for warning	Date	Name/address of employer

Prohibition Orders

Have you ever been employed as a teacher, member of the school leadership team, or an instructor in a maintained school, academy, independent school or in the FE or HE sector?	☐ Yes	☐ No
Have you ever been prohibited from teaching?	☐ Yes	☐ No
If YES, please give details below including the date of prohibition and your Teacher Reference Number, and the reason.		

Criminal Records

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed, you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. If you are shortlisted for interview, you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. If any convictions or cautions are disclosed that are protected (as defined), then we will not take them into account when considering your application. You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

** Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account. All guidance and*

criteria on the filtering of these cautions and convictions can be found in the DBS filtering collection on the Gov.uk website and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Guidance and criteria on the filtering of these cautions and convictions can be found the Disclosure and Barring Service website: Disclosure and Barring Service - GOV.UK (www.gov.uk)

You will be asked to provide details of all unspent convictions and spent convictions and cautions that would not be filtered at the point of application by completing a self-disclosure declaration. **You will be sent a self-declaration form to complete and return to the academy only if you are short listed for interview**. Your disclosure form will only be viewed by the recruitment manager.

Child Care Disqualification

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for. Should you need to, you can find out more about disqualification in the Department for Education's guidance:
https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Overseas Checks

If you have lived or worked outside of the UK in the last 5 years, the trust may require additional information in order to comply with 'safer recruitment' requirements within Keeping Children Safe in Education 2022. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?	☐ Yes ☐ No

Online Searches Following Shortlisting

In line with the statutory guidance document Keeping Children Safe in Education (2022) the Trust will conduct online searches after the shortlisting process for any candidates who accepts an invitation to interview. The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant. All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles

Relationships

Are you a relative of, partner of, or do you have a close personal relationship with any employee connected to the Diocese of Chichester Academy Trust? If so, please state the full name(s), position(s) and place(s) of work. Failure to disclose a close personal relationship below may disqualify you.

Reasonable Adjustments to the Shortlisting Process

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

SECTION 6 - WHAT HAPPENS NEXT?

Return your completed form as directed within the job advert. **If we have not contacted you by the advertised interview date, please assume that you have not been successful.** If you are the successful candidate, any offer of employment will be subject to receipt of **two or three (where applicable)** satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you are able to start work with DCAT.

SECTION 7 - DECLARATION

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud. Information about DCAT's privacy notice and GDPR policies can be found here

I declare that the information I have given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice.

Print Name		
Signature	Date signed:	If the form has been completed electronically, **please tick this box ☐ to indicate your consent**

NB: Attachments
This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents which you think will support your application with further information.

Confidential – Monitoring Form
Equal Opportunities in Employment

DIOCESE OF CHICHESTER ACADEMY TRUST

DCAT are dedicated to promoting equality and fairness. Your job application will be assessed on merit, and **you will receive equal treatment** regardless of your gender, age, ability, sexual orientation, religion, ethnic origin, etc. We have a statutory duty to collect the information you provide on this form, and it will assist the Trust ensure fairness in treatment in appointment decisions. **Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed** and will be used for monitoring only.

Job Applied for		**DCAT Academy Name**	
How did you learn about this vacancy?			
Surname and Initials		**Date of Birth**	
Gender	☐ Male ☐ Female ☐ Prefer to self-identify ☐ Prefer not to say		
Do you consider yourself to be disabled as set out in the Equality Act?	☐ Yes ☐ No		
	If yes, please describe your disability:		
Ethnic Origin	☐ British (white)	☐ Irish (white)	
	☐ Gypsy or Irish Traveller (white)	☐ Any other background (white)	
	☐ White and black Caribbean (mixed)	☐ White and black African (mixed)	
	☐ White and Asian (mixed)	☐ Any other background (mixed)	
	☐ Indian (Asian or Asian British)	☐ Pakistani (Asian or Asian British)	
	☐ Bangladeshi (Asian or Asian British)	☐ Chinese (Asian or Asian British)	
	☐ Any other background (Asian or Asian British)	☐ African (Black or Black British)	
	☐ Caribbean (Black or Black British)	☐ Any other background (Black or Black British)	
	☐ Arab	☐ Prefer not to say	
	☐ Other – Please specify:		
Religion	☐ Buddhism	☐ Christianity	
	☐ Hinduism	☐ Islam	
	☐ Judaism	☐ Sikhism	
	☐ No religion	☐ Atheism	
	☐ Prefer not to say	☐ Other – please specify:	
Sexual Orientation	☐ Bisexual	☐ Gay man	
	☐ Heterosexual/Straight	☐ Lesbian	

	☐ Other	☐ Prefer not to say

Thank you for your application