

TRUST USE ONLY

**REF NO:**

**PRIVATE AND CONFIDENTIAL**

**APPLICATION FORM**

Please read the notes on page 2

before completing this form.

for appointment as a School Business Manager at

**Christ Church Moreton**

**Church of England Primary School**

at which Chester Diocese Academy Trust is the employer.

PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Family name | |  | | | | | | | |
| Title | |  | | | | | | | |
| Other names in full | |  | | | | | | | |
| Preferred name | |  | | | | | | | |
| NI number | |  | | | | | | | |
|  | | | | | | | | | |
| Permanent address | |  | | | | | | | |
|  | |  | | | | | | | |
| Temporary address | |  | | | | | | | |
|  | |  | | | | | | | |
| From |  | | | To |  | | | | |
|  | | | | | | | | | |
| Telephone numbers | | | | | | | | | |
| Work |  | Home |  | | | Mobile | |  | |
| May we telephone you at work? | | Yes |  | | | No |  | | |
| Email address | |  | | | | | | | |
|  | | | | | | | | | |
| Are there any restrictions on your residence or employment in the UK? | | | | | | | | |  |
| If Yes, please give details | |  | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| Are there any adjustments that may be required should you be invited for interview? | | | | | | | | |  |
| If so, please state here | |  | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |

**REFEREES**

Please give the names of two persons who are able to comment on your suitability for this post.

One should be your present or last employer.

**Please let your referees know you have quoted them as referee and to expect a request for a reference should you be shortlisted.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Relationship  to applicant |  | Relationship  to applicant |  |
| Address |  | Address |  |
|  |  |  |  |
| Telephone No. |  | Telephone No. |  |
| E-mail |  | E-mail |  |

**OTHER INFORMATION**

|  |  |  |
| --- | --- | --- |
| Please state where you learned of this vacancy |  | |
| Are you to your knowledge, related to any member of the Governing Body, Trust Board or employee? | |  |
| If Yes, please state the person(s) and the relationship(s). |  | |

**NOTES TO APPLICANTS**

|  |  |
| --- | --- |
| * Before signing this form please check that every section has been completed. * The form should be returned as instructed in the details of the post. * Enclose a stamped addressed envelope if you wish us to acknowledge your application. * The successful applicant will be required to provide an Enhanced DBS Disclosure check. * The Trust’s duty of care to the children in every academy requires that chronological information is sought. However, the selection process will be free of age-bias. * Candidates are invited to support their application with a letter, following the specific instructions given in the details of the post. Curriculum vitae should not be enclosed. | **Details of referees**   * One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children. * The Trust will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview. * If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired, and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues. * References from relatives or friends writing solely as friends will not be accepted. |

EDUCATION AND QUALIFICATIONS

Training and professional qualifications since leaving school.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Full name and town of College/University** | **Qualifications gained**  **(including grades) or for**  **which you are studying** |
| **Month & Year** | |
|  |  |  |  |

Please note that you will be required to produce relevant evidence of qualifications attained.

DRIVING LICENCE DETAILS

|  |  |
| --- | --- |
| Do you have a valid driving licence? | YES  NO |

The post involves travel across the Diocese of Chester and thus this is a requirement.

**EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current employer |  | | |
| Post |  | | |
| Address |  | | |
|  |  | | |
| Telephone number |  | | |
| Date appointed |  | Date left |  |
| Annual Salary (inclusive) |  |  | |

**Previous employment experience** (list in chronological order, earliest first, explaining any gaps since leaving full time education)

Include part time and voluntary work

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of post/type of experience** | **Name and address of employer** | **Dates** | | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

**IN-SERVICE EDUCATION**

Please give details of in-service education relevant to your application and undertaken in the last three years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **As a participant** | | | | | |
| **Dates of Course** | | **Length of Course** | **Course Title** | **Qualification obtained and date of Award** | **Course Provider** |
| **From** | **To** |
|  |  |  |  |  |  |
| **As course leader** | | | | | |
| **Dates of Course** | | **Length of Course** | **Course Title and brief outline of your contribution** | | |
| **From** | **To** |
|  |  |  |  | | |

**SKILLS, EXPERIENCE AND SPECIAL INTERESTS**

Please list additional skills and special interests relevant to this application; you should use the job specification as the basis of your response. **This information may be included in your covering letter.**

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**DECLARATION**

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| --- |
| I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I am required to provide for CDAT, as employer, an original document1 showing my entitlement to work in this country.  I understand that appointment to this post is subject to a satisfactory Enhanced DBS disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and subsequent amendments, I am required to disclose any record I may have of criminal convictions, and to attach details of such convictions.2  I declare that I am not on List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (such as a General Teaching Council).  I certify that all information given by me on this form and in supporting documents is correct to the best of my knowledge, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold.  I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.  To the best of my knowledge and belief the information supplied by me on each section of this form is correct.  I hereby consent to the processing of sensitive personal data, as determined by Data Protection Regulations, involved in the consideration of this application. |

|  |  |
| --- | --- |
| Signed |  |
| Date |  |
| 1Acceptable documents include: National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.  2Please note that information about criminal convictions will remain confidential and will not be used to determine your general suitability for employment. However, it will be made available to the panel should you be selected by them for appointment. | |