In order to be considered for a position at St James Independent Schools (School), you must complete and return this Application form to our HR Department at recruitment@stjamesschools.co.uk. For any tick boxes, double click the appropriate box and mark as ‘checked’ to indicate your answer. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise (see the School's Recruitment, selection and disclosure policy and procedure' for further information).

|  |  |
| --- | --- |
| Position applied for:  | Start date: |

|  |
| --- |
| **Section 1: Personal details** |
| Title:Dr/Mr/Mrs/Miss/Ms/Mx/ None | Forenames: | Surnames: |
| Former name(s): | Date of birth:  |
| National Insurance number: |
| Telephone number(s):Day:Home:Mobile:Email address: | Address: (Please provide your current address and all addresses within the last five years if more than one, continue on a separate sheet if needed) |
| Are you eligible for work in the UK?  | Yes [ ]  | No [ ]  |
| Do you hold a current UK driving licence? | Yes [ ]  | No [ ]  |
| Have you read the School’s child protection policy? | Yes [ ]  | No [ ]  |
| Please note: to comply with our statutory obligations, including those under the Asylum & Immigration Act 1996, all applicants invited for interview will be asked to bring with them their passport or evidence of a National Insurance number.  |
|  |
| **Section 2: Details of online profile** |
| Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You (and all other candidates) are therefore required to provide the following information as part of your application:· the social media platforms on which you have accounts; · the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;· any websites you are involved with, in or featured on or named on; and · any other publicly available online information about you of which the School should be made aware. If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you. You are not required to provide account passwords or to grant the School access to private social media accounts.If you are not shortlisted for the role, online searches will not be carried out on you.  |
|  |
| **Section 3 - Educational and Academic Qualifications (Secondary, Further/Higher or work based)**Please start with the most recent and give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested. |
| Name of School, College or University | Date from:(month/year) | Date to: (month/year) | Examination course/subject(include awarding body where known) | Result/Qualifications gained |
|  |  |  |  |  |
| **Section 4 – Other vocational qualifications, skills or training**Please provide details of the most relevant courses attended, qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. Please include any Child Protection training with dates. |
| Course Title | Provider | Dates from | Dates to | Duration |
|   |  |  |  |  |

|  |
| --- |
| **Section 5 – Employment** Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet.  |
| CURRENT/MOST RECENT EMPLOYER:Name:Address:  | Date of appointment:Are you still employed? Yes [ ]  No [ ] If **YES**, amount of notice required:If **NO**, the date employment ended:Reason for leaving: |
| Current salary/ salary on leaving:Details of other allowances: |
| Job Title:Major Responsibility Areas: |

|  |
| --- |
| **Section 6 – Previous employment and / or activities since leaving secondary education.** Please continue on a separate sheet if necessary. |
| Dates from and to(month / year) | Name and address of employer | Position held and/or duties | Reason for leaving |
|  |  |  |  |
| **Section 7 – Gaps in your employment**If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates (include month / year). |
|   |

|  |
| --- |
| **Section 8 – Qualifications**To comply with our statutory obligations applicants invited for interview will be asked to bring with them their ORIGINAL certificates to confirm the data given below. |
| Qualification | University or College | Dates of attendanceFrom/to (month/year) |
|  |  |  |
| **Section 9 – Interests**Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
|  |
| **Section 10 – Suitability****Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience and skills you have gained in other jobs or similar environments which demonstrate your suitability and aptitude to undertake the duties outlined in the job description and person specification.** |
|  |

|  |
| --- |
| **Section 11 – Statement**Please indicate here (or on a separate sheet) if you know any existing employees or governors of the School, and if so, how you know them. |
|  |
| **Section 12 – References** Please supply the names and contact details of two people who we may contact for references. One of these should be your current Head or Bursar if already working in a school, or a Senior Manager or HR Department for your most recent employer. We require each reference to be from a different organisation/school, not both from the same. Where you are not currently working with children but have done so in the past one referee must be from the employer by whom you were most recently employed in work with children. Neither referee should be a relative or someone known to you solely as a friend, nor a work colleague. The School intends to take up references on all shortlisted candidates before interview, where consent has been provided. The School reserves the right to take up references from any previous employer. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers. The School may also telephone your referees in order to verify the reference they have provided. |
| **Referee 1**Name:Organisation:Address:Email:Telephone number:Occupation: | **Referee 2**Name:Organisation:Address:Email:Telephone number:Occupation: |
| May we contact them prior to interview? Yes [ ]  No [ ]   | May we contact them prior to interview? Yes [ ]  No [ ]   |
| **Section 13 – Equal Opportunities**St James Schools aims to be a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin or disability.  |
| If you consider yourself disabled, please indicate the nature of your disability and any reasonable adjustments which may be necessary in order to enable you to attend or participate in any interview: |

|  |
| --- |
| **Section 14 – Prohibition from teaching, prohibition from management and disqualification from providing childcare** |
| **The School is not permitted to employee anyone to carry out “teaching work” if they are prohibited from doing so.** For these purposes ‘teaching work’ includes, planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. The above activities do not amount to ‘teaching work’ if they are supervised by a qualified teacher or other person nominated by the Head. **The School is also not permitted to employee anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:**Head, teaching posts on the leadership team, teaching posts which carry a departmental head role, support staff posts on the senior leadership team and any other positions to which the school applies the prohibition from management check. **The School is also not permitted to employ anyone to work in a position which involves the provision of ‘childcare’ if they are disqualified from providing ‘childcare’.** For these purposes ‘childcare’ includes:* All supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
* Provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before and after the school day.

Work as a caretaker, member of catering staff or member of the office staff is not considered ‘childcare’ for these purposes.**The declaration at Section 16 of this Form therefore asks you to confirm whether you are prohibited from carrying out ‘teaching work’, prohibited from being involved in the management of an independent school and / or disqualified from providing ‘childcare’. The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for ‘childcare’ roles will be required to complete a childcare disqualification self-declaration form.**  |
| **Section 15 – Disclosure and barring Service checks, criminal record and Children’s Barred List** |
| Please be aware that the School applies for an Enhanced Disclosure from the Disclosure and barring Services (DBS) for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS. The School will also carry out a check of the Children’s Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. **The declaration at Section 16 of this Form therefore asks you to confirm whether you are barred from working with children.** The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered “spent”) in order to assess your suitability to work with children. If you ae successful inbeing shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School’s objective assessment criteria set out in the School’s ‘Recruitment, Selection and Disclosure Policy’. |
| **Section 16– Declaration** |
| St James Schools is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.* **I can confirm that I am not named on the Children’s Barred List or otherwise disqualified from working with children** [ ]
* **I confirm that I am not prohibited from carrying out ‘teaching work’** [ ] (only tick box if the role involves teaching)
* **I confirm that I am not prohibited from being involved in the management of an independent school** [ ]
* **I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight** [ ]  (do not tick this box if the role does not involve the provision of childcare)
* **I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and / or pseudonyms) and I have not knowingly withheld any information.** [ ]
* **I confirm that the information I have given on this form is true and correct to the best of my knowledge** [ ]
* **I understand that providing false or misleading information which could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence** [ ]

 **Signed:** ……………………………………………………………..………… **Date:** …………………………………….Please note: where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 16. |

|  |
| --- |
| **Statement and Data Protection** |
| It is the School’s policy to employ the best qualified personnel and to provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file for the duration of your employment. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. The School will process personal data about you in accordance with the General Data Protection Regulation, Data Protection Act 2018 (as each is amended or superseded) and other related legislation. If you become an employee of the School, this information will be used for personnel administration purposes. If you do not become an employee, the information will be destroyed. We will process your personal data:(i) As set out in this Section, and in the School’s Privacy Notice which is available on the School’s website as may be amended from time to time;(ii) In order to comply with any court order, request from or referral to an appropriate authority, or legal, regulatory or good practice requirements; and(iii) To perform our obligations under any future contract of employment with you and where otherwise reasonably necessary for the School’s purposes. |

|  |
| --- |
| **Where did you hear about the job for which you have applied?** |
| Newspaper (please specify which one) [ ]  ………………………………..Agency (please specify which one) [ ]  …………………………..School website [ ] Friend [ ] TES - On line [ ]  On line job board (please specify which one) [ ]  ………………………Other (please specify) [ ]  ……………………….In addition to the above do you use any other sites or newspapers to search for jobs?(Please specify) ………………………………………………………………………………………….. |