This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

|  |  |  |  |
| --- | --- | --- | --- |
| **Post:** |  | **Availability:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | |
| **Surname:** |  | | **Forename(s):** | |  |
| **Previous Surname:** |  | | **Preferred Name:** | |  |
| **Current Address and Post Code:** |  | |  | |  |
| **Email:** | | | | **National Insurance No:** |  |
| **Telephone:** |  | | **Skype ID:** | |  |
| **Right to work in the UK** Yes  No | | **DBS Update Service**  (this service costs £13.00/year to keep the DBS updated and is NOT the same as having a DBS certificate) | | | Yes  No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Career History –** please give full details of your previous employment, self-employment and unpaid work since leaving secondary education, starting with your current/most recent job. **Alternatively, please include full CV, should by dated by Month/Year and explain any gaps.** | | | | |
| **From**  (MM/YYYY) | **To**  (MM/YYYY) | **Name & location of employer** | **Position** | **Reason(s) for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Gaps in employment history** |
| Please provide a brief explanation for any time when you were neither working nor in full-time education: |

|  |
| --- |
| **Time spent abroad** |
| Please list all the countries you have lived and worked in for **3 months or more** **within the past 5 years.** Please also include the dates spent in each country: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education & Qualifications –** IB/A level (or equivalent) onwards | | | | |
| **From**  (MM/YYYY) | **To**  (MM/YYYY) | **Name of School/College/ University** | **Qualifications**  (include subjects) | **Graduation Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Previous employment matters** |
| Has your current or previous employer instigated disciplinary proceedings against you that have resulted in a warning or other disciplinary action that is still ‘live’? Yes  No  If **YES**, please give details, including any pending proceedings, **on a separate sheet.** |

|  |
| --- |
| **Other training & skills** |
| Do you have any other training or qualifications relevant to this post? |

|  |
| --- |
| **Other Information** |
| If you have a disability, are there any special arrangements that would be required to enable you to attend an interview? |

|  |
| --- |
| **Supporting Statement** (Please explain how you feel you meet the requirements of the job and person specification) |
|  |

|  |
| --- |
| **References** |
| Please provide the names and contact details of two professional referees who can provide references relating to your suitability for the post. One of the referees must be your current / most recent employer. If this is your first job application since completing full time education, one referee must be your school teacher or tertiary education tutor. **References from friends or relatives will not be accepted.** If you have worked with children (either paid or on a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.  **Candidates who have lived abroad in the last five years will be required to obtain Certificates of Good Conduct, or equivalent from the countries in which they lived (normally for a period of 3+ months), as a pre-requisite of employment. Guidance on this can be found on** [**https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants**](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants) |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Referee –approach before first interview: Yes  No** | | | |
| **Name** |  | **Organisation** |  |
| **Position** |  | **Address** |  |
| **Relationship** |  |  |  |
| **Work email** |  | **Work No.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Second Referee –approach before first interview: Yes  No** | | | |
| **Name** |  | **Organisation** |  |
| **Position** |  | **Address** |  |
| **Relationship** |  |  |  |
| **Work email** |  | **Work No.** |  |

**Disclosure and Barring Service Checks - Declaration**

St Clare’s complies fully with the DBS Code of Practice. As the job for which you are applying involves opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen by the HR Department. Disclosure will usually be kept until conclusion of the application process and a short period thereafter before being destroyed. If you would like to discuss this beforehand, please telephone in confidence to the HR Department for advice.

Please disclose any unspent or ‘unprotected’ spent convictions, cautions, reprimands or warnings, including any disqualifications or sanctions in relation to working with children. Please note that 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 at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs) You should also let us know if you are currently the subject of any Police Investigations following allegations made about you. Any information disclosed will be considered proportionately and will not necessarily prevent employment but may need to be taken into account. You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

**Failure to declare any convictions, cautions, reprimands, or warnings (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

Please tick one of the following boxes: **I have nothing to declare** ☐ **I enclose a confidential statement** ☐

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process (full details can be found in the College’s Privacy Notice for Job Applications). If you take up employment with the College, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

**Declaration**

I understand that any offer of employment will be conditional upon satisfactory screening of all pre-appointment checks (including but not limited to, references, Prohibition, DBS and overseas checks). I understand that my personal data, including sensitive personal data, will be used in the processing of this job application in accordance with the College’s Privacy Notice for Job Applicants which I have read and understood. I declare that the information I have given and any supporting documentation in this application form is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or if appointed, may result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

|  |  |
| --- | --- |
| **How did you hear about this job/vacancy?** |  |

**Please return this form and your CV to the Short Course Administrator by email:** [summer.recruitment@stclares.ac.uk](mailto:summer.recruitment@stclares.ac.uk) **or by post to the Short Course Administrator, St Clare’s, Oxford, 139 Banbury Road, Oxford OX2 7AL.**