

Oxford Diocesan Bucks Schools Trust (ODBST) Application Form – Non-Teaching

PLEASE COMPLETE USING BLACK INK OR TYPE

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| APPLICATION FOR THE POST OF: | | |  |
| SCHOOL/TEAM: | | JOB REF. NO (where available): | |
| SURNAME:  TITLE: | **FORENAME(S)****:**  Please give details of any previous surnames: | | |
| ADDRESS FOR CORRESPONDENCE:    **POSTCODE:**  E-MAIL ADDRESS: | **TELEPHONE NUMBERS**  HOME:  WORK:  May we contact you at work? Yes/No  MOBILE:  NATIONAL INSURANCE NUMBER: | | |

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| Employment History | |
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| PRESENT OR MOST RECENT EMPLOYMENT | |
| Name & address of employer:    Nature of business: | Job title and summary of main duties:    **Are you still** **currently employed by this organisation?** |
| Date of appointment: | **Salary Scale and Current Salary****:** |
| Reasons for leaving (If applicable): | **Notice required:** |

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| PREVIOUS 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 if necessary. | | | | |
| **Employer’s name and address** | **From**  **month / year** | **To**  **month / year** | **Job title and summary of main duties** | Reasons for leaving |
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| Please describe the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education. | | | | |

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| Qualifications and Training | | | | | | | |
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| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education, 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. | | | | | | | |
| **School, College, University or Institution** | **Examination, course**  **(with dates)** | | **From** | **To** | | **Result/qualifications gained** | |
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| INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | |
| **Course title** | | Provider | | | **Duration** | | **Dates** |

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| References | | | | | |
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| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a 5-year consecutive period. **It is the normal practice for references to be obtained before any formal interview,** although the panel will not see them until a decision has been reached. | | | | | |
| If you were known to either of your referees by another name, please give details: | | | | | |
| **1st Referee**. | **If this is your current employer please confirm that we can contact before interview.**  Y / N |  | **2nd Referee**. |  |  |
| Name: |  |  | Name: |  |  |
| Position: |  |  | Position: |  |  |
| Address: |  |  | Address: |  |  |
| Tel: |  |  | Tel: |  |  |
| Email: |  |  | Email: |  |  |
| In what capacity does the above know you? | | | In what capacity does the above know you? | | |

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| Achievements, Personal Qualities and Skills |
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| Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.  Please continue, if necessary, on a further sheet, which must be attached securely to this form. |

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| **Additional Information** | |
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| 1. To comply with the Asylum and Immigration legislation you will be required to provide proof of your right to work in the UK. Please confirm that you will provide proof as part of any selection process. | Yes/No |
| 1. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?   If so, please give details: | Yes/No |
| 1. Do you hold a full current driving licence? | Yes/No |
| 1. Are you able to travel to different locations across Buckinghamshire and Milton Keynes? | Yes/No |
| * 1. Are you a relative or partner of any Trustee, Officer or employee of ODBST and/or school governor? | Yes/No |
| If YES, please state name of person and relationship: |  |
| * 1. Where did you see the advertisement for this post? Please circle:   ODBST website; Diocese of Oxford website; TES; Indeed; BC Job website; MKC Job website; Careers fair; LinkedIn; Other website; Other, please state: |  |

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| **Declaration** | |
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| I agree that any offer of employment with ODBST is subject to satisfactory evidence of the right to work in the UK, satisfactory references and DBS clearance (where appropriate) and other pre-employment vetting checks. In accordance with the Data Protection Act (2018), ODBST will hold and use my personal information about me for personnel reasons and to enable the organisation to keep in touch with me.  This information will be stored in both manual and/or computer form.  I understand that my data will be used in connection with recruitment and may be passed to non-ODBST employees, such as Trustees, School Governors, Consultants and referees in connection with my application for a role. If unsuccessful, information will be held in line with our retention standards.  In submitting this form, I give my authority for the use of my personal data for the purposes outlined above and in ODBST’s Job Applicant Privacy Notice.  I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by ODBST.  I understand that it is an offence to apply for a role in regulated activity if I have been barred from engaging in regulated activity relevant to children.  I give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. | |
| **Signed:** | **Date:**      /     / |

Completed application forms should be sent directly to the recruiting school or team, unless otherwise stated in the advert. Contact details are included in job adverts shown on our website: [Oxford Diocesan Bucks Schools Trust - Vacancies (odbst.org.uk)](https://www.odbst.org.uk/vacancies)

If you wish to post your application, please send the completed form directly to the school or team address.

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

Please also read the Job Applicant’s Privacy Notice and complete and return the Recruitment Monitoring information.

*Application form updated September 2021.*