

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

PLEASE COMPLETE USING BLACK INK OR TYPE

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

Employment History

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

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
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.				

Qualifications and Training

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.

Examination, course (with dates)	From	To	Result/qualifications gained

INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course title	Provider	Duration	Dates

References

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:

<p>1st Referee. If this is your current employer please confirm that we can contact before interview. Y / N</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>	<p>2nd Referee.</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Tel: _____</p> <p>Email: _____</p> <p>In what capacity does the above know you?</p>
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Achievements, Personal Qualities and Skills

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.

Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? Yes/No
2. 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? Yes/No
If so, please give details:
3. Do you hold a full current driving licence? Yes/No
4. Are you able to travel to different locations across Buckinghamshire and Milton Keynes? Yes/No
5. Are you a relative or partner of any Trustee, Director or employee of ODBST and/or school governor? Yes/No
If YES, please state name of person and relationship:
6. Where did you see the advertisement for this post? Please circle: TES; Bucks Herald; Guardian; Bucks Free Press; Buckinghamshire Advertiser; BCC Job website; MKC Job website; careers fair; other local press; other national other national; other press trade press; other website

Disclosure and Barring Checks

The Oxford Diocesan Bucks Schools Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts and any offer of employment is therefore conditional upon receipt of a satisfactory DBS check.

The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Where relevant we'll use the DBS check to ensure we comply with any appropriate Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and ODBST's privacy statement.

If you've lived or worked outside of the UK in the last 5 years, ODBST may require additional information in order to comply with 'safer recruitment' requirements. 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

If you have an existing DBS certificate that is portable, i.e. you have registered and paid for access to the DBS update service, please let us know.

Declaration

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 disclosure and barring clearance (where appropriate). I understand that if I am appointed, personal information about me will be held and may be computerised for administrative purposes. This will be in accordance with the relevant Data Protection legislation, including the General Data Protection Regulation (GDPR 2016/679). I also understand the organisation may use this information to keep in touch with me.

ODBST is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 2018 and GDPR. 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 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: / /

If you are applying for a ***Schools*** position, you should email your application form directly to the School. If you wish to post your application, please send the completed form directly to the school.

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 May 2019.