



ST. LUKE'S C.E. PRIMARY SCHOOL

Application form

CONFIDENTIAL

An equal opportunities employer

Personal Details:	
Surname:	First Name
Address:	Tel. No. (Home):
	Mobile:
	Email:
Postcode:	

Employment History: Please start with present (or most recent) employer				
Employer's name and address	Position	Dates		Reason for leaving
		From	To	

Educational Qualifications: (Evidence of qualifications may be requested at interview)

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References: Please give names and addresses of two referees. One should relate to your present or more recent employment.

1. Name	2. Name
Position	Position
Address	Address
Postcode	Postcode
Email address:	Email address:
Tel. No.	Tel. No.
May we obtain references prior to interview	YES [] NO []

THE REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AS AMMENDED IN 2013)

Due to the post having been identified as a 'regulated activity', and exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check (previously known as a CRB check). Overseas candidates may be required to obtain foreign disclosures.

DBS checks contain information about any convictions, cautions, reprimands and final warnings you may have, regardless of how long ago they occurred. 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 on the Disclosure and Barring website.

Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However should you not declare

any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

YES [] NO []

Signed.....

Date

Are you currently registered with the DBS Update Service: **Yes/No**

Experience: *What experience have you had in your work and/or personal life, which is relevant to this job? (Please continue on the back page if necessary.)*

I certify that the information in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding material information may result in disciplinary action, including dismissal

Date:

Signature:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

EQUAL OPPORTUNITIES IN EMPLOYMENT

It is the policy of the *Governors of St. Luke's C.E. Primary School* to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and similar relevant and objective criteria. All employees are equally encouraged to take advantage of the opportunities provided for training and development.

It is also *Governors'* policy that no employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual origin, religion, creed or disability in any matters to do with employment.

The *Governors* are committed to reviewing its practices and procedure to ensure the effectiveness of its policy. To make the policy work requires more than a formal statement. The policy will encourage the right climate for success but the *Governors* expect each employee to make his or her own contribution. The policy is therefore, drawn to the attention of every employee and job applicant. It is not possible to interview all applicants and therefore shortlists are compiled on the basis of the application form.