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**APPLICATION FOR EMPLOYMENT**

You must complete **ALL** sections of the application form and either email to: Metcalfe.j@stcolumbascollege.org or post to: HR Manager, St Columba’s College, King Harry Lane, St Albans, Herts AL3 4AW.

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| --- | --- |
| Post Applied For: |  |
| Date of Application: |  |

**1. PERSONAL DETAILS**

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| --- | --- |
| First Names: |  |
| Surname:Former Name (with dates of use): |  |
| Title and Preferred First Name: |  |
| Address and Postcode: (please provide your current address and all addresses within the last five years, if more than one, continue on a separate sheet if needed) |  |
| Email Address: |  |
| Mobile Number: |  |
| Work Number (full STD):Home Number (full STD): |  |
| Do you hold a current UK driving licence? | Yes / No |
| National Insurance Number: |  |
| If a teacher, DfES Number: |  |
| Do you have Qualified Teacher Status (delete as appropriate) |  Yes / No If yes, date of QTS: |
| Do you have the legal right to work in the UK? For non-UK & Irish nationals, do you have EUSS or another immigration category status? |  Yes / No If no, please provide details: Yes / No If yes, please confirm status: |
| Do you have any connections to St Columba’s College? |  Yes / No If yes, please provide details: |
| Please confirm your most recent DBS Number and date (if applicable): |  |
| Date of most recent Safeguarding training and if certificated (if applicable): |  |
| Current basic salary, allowances and benefits (if applicable): |  |
| Notice Period in current job: |  |
| Are there any special arrangements you might require in order to attend an interview? |  Yes / No If yes, please provide details: |
| How did you hear about this vacancy? |  |

**2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Please list below in the relevant sections all the establishments you have attended and any qualifications you have gained there. Start with the most recent and continue on a separate sheet if necessary.

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| --- | --- | --- |
| 1. | Dates of Attendance at Higher Education:  | From (mm/yy) To (mm/yy) |
|  | Name of University / College / School: |  |
|  | Qualifications Gained: | Subject | Result/Grade | Date (dd/mm/yy) | Awarding Body |

|  |  |  |
| --- | --- | --- |
| 2. | Dates of Attendance at A Level & AS Level: | From (mm/yy) To (mm/yy) |
|  | Name of University / College / School: |  |
|  | Qualifications Gained: | Subject | Result/Grade | Date (dd/mm/yy) | Awarding Body |

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| 3. | Dates of Attendance at GCSE:  | From (mm/yy) To (mm/yy) |
|  | Name of University / College / School: |  |
|  | Qualifications Gained: | Subject | Result/Grade | Date (dd/mm/yy) | Awarding Body |

**3. OTHER PROFESSIONAL OR VOCATIONAL QUALIFICATIONS, SKILLS OR TRAINING**

Please provide details of any vocational or professional qualifications or skills that you possess or training you have received which you consider to be relevant to the role for which you have applied

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Professional Body / University / College / School: | Date Attended From | Date Attended To | Subject | Result (if applicable) | Date | Awarding Body |
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**TECHNICAL OR PROFESSIONAL DEVELOPMENT (CPD)**

Please provide details of any technical or professional development/training attained over the last 3 years starting with the most recent. Continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| Subject / Area of Development: | Organising Body: | Duration: | Date Completed dd/mm/yy | Qualification (if applicable): |
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**4. CURRENT EMPLOYMENT**

Please give details of your current/most recent employer (if not applicable, state reason e.g. school/university leaver, unemployed).

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| --- | --- |
| Employer’s Name: |  |
| Employer’s Address:Postcode: |  |
| Dates Employed: | From (dd/mm/yy) To (dd/mm/yy) |
| Current Job Title: |  |
| Brief Description of School/College:(please delete as appropriate) | Independent / State / Maintained / OtherMixed / Boys / Girls and Age RangeDay / Boarding |
| Reason for Leaving: |  |
| Brief Description of Responsibilities: |  |

**5. EMPLOYMENT HISTORY**

Please give details of your previous employment history in date order starting with the most recent prior to your current employer. You must list all employment, career breaks, any periods of not in employment, education and voluntary work since leaving full time education. Please continue on a separate sheet if necessary. There must be no unaccounted gaps.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s Name & Address: | Employed From:dd/mm/yy | Employed To:dd/mm/yy | Position Held and/or Duties: | Reason for Leaving |
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**GAPS IN YOUR EMPLOYMENT**

If there are any gaps in your employment history, e.g. looking after children, sabbatical, unemployment, please give details and dates:

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| --- | --- | --- |
| Detail | From: dd/mm/yy | To: dd/mm/yy |
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**6. INTERESTS / EXTRA-CURRICULAR ACTIVITIES**

Please give details of any interests, hobbies or skills that you could bring to St Columba’s College for the purposes of extra-curricular activities (including sports, arts, societies and pastoral or administrative roles)

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**7. SUPPORTING STATEMENT**

Please give your reasons for applying for this post and why you believe you are suitable for the position. Describe how your skills, attributes and experience demonstrate that you meet the requirements detailed in the job description and person specification and make you a good candidate for this position.

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**8. REFERENCES**

Please supply the names and contact details of two people who we may contact for references. One of these **must be** your **current Head** 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 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 to work with children. Neither referee should be a relative or someone known to you solely as a friend, nor a work colleague.

If you are selected for interview, references will be taken up before interview for teaching staff. For other positions, please indicate below whether this is acceptable to you. The College reserves the right to take up references from any previous employer.

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| --- | --- |
| Are we able to contact this referee prior to interview? |  Yes / No  |
| Referee Name: |  |
| Organisation: |  |
| Contact Address:Postcode: |   |
| Referee Job Title: |   |
| Contact Telephone Number: |  |
| Email Address: |  |
| How is this referee known to you? |  |

|  |  |
| --- | --- |
| Are we able to contact this referee prior to interview? |  Yes / No  |
| Referee Name: |  |
| Organisation: |  |
| Contact Address:Postcode: |   |
| Referee Job Title: |   |
| Contact Telephone Number: |  |
| Email Address: |  |
| How is this referee known to you? |  |

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| **In line with current KCSIE regulations the College will be conducting online searches for all short-listed candidates but not as part of its initial sift of applications. Short-listed candidates will be asked to provide details of their online profile, including account names and social media handles to the HR Manager prior to interview.** |

**9. DATA PROTECTION**

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| The sensitive information that you provide on this form will be used to process your application for employment. By signing this application form, you consent to the College using your personal information to do this. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Job Applicant Privacy Notice and Data Protection Policy.If you succeed in your application and 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.The College’s Data Protection Privacy Notice (Recruitment) can be found on our website via the following link:<https://www.stcolumbascollege.org/about-us/work-with-us> |
| Please confirm that you have read this information and accept this Privacy Notice | Yes / No |

**10. CRIMINAL RECORDS**

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| --- |
| An offer of employment is conditional upon St Columba’s College receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the College considers to be satisfactory. The College applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the College which amount to regulated activity. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at St Columba’s. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.The College is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered “spent” under the Act) in order to assess their suitability to work with children and young people. You are *not* required to disclose a caution or conviction for an offence committed in the UK if it has been filtered in accordance with the DBS filtering rules which can be found on the Disclosure and Barring Service website, referred to in Appendix 1. If you have a criminal record this will not automatically debar you from employment. Candidates shortlisted for interview will be required to complete a Criminal Record Self-Declaration Form and to send this in a sealed envelope marked “Confidential – FAO HR Manager” prior to interview. The College reserves the right to postpone or cancel the interview if this is not received at least one day prior to interview. |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? | Yes | No |
| Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? | Yes | No |

**11. SANCTIONS, RESTRICTIONS & PROHIBITIONS** Please delete as appropriate

|  |  |  |
| --- | --- | --- |
| Are you, or have you ever been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country? | Yes | No |
| Are you, or have you ever been, the subject of any proceedings before a professional conduct panel in the UK or an equivalent body in any other country? | Yes | No |
| Are you, or have you ever been, the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an Independent school? | Yes | No |
| Are you, or have you ever been, the subject of a referral to, or proceedings before, the Department for Education or other appropriate authority where consideration was given to imposing a direction under section 128 of the Education and Skills Act 2008? | Yes | No |
| Are you, or have you ever been, the subject of a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an Independent school or working in a position which involves regular contact with children? | Yes | No |

**12. RECRUITMENT**

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| It is St Columba’s College’s policy to employ the most suitably qualified person for each appointment and to provide equal opportunity for the advancement of employees including promotion and training and note 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 posts within the College are subject to a probationary period.The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.A copy of the College’s Safer Recruitment Policy is available on the school website via the following link:<https://www.stcolumbascollege.org/about-us/work-with-us>All applicants who are invited to interview will be required to bring the following evidence of 1) Identity, 2) Address and 3) Qualifications with them in the form of any of these examples:* Current driving licence, passport or full birth certificate and
* Two utility bills or statements (from different sources) showing their name and home address (less than 3 months old) and
* Documentation confirming their National Insurance Number (P45, P60 or NI Card) and
* Documents confirming any educational and professional qualifications referred to in their application form

If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |
| Please confirm that you have read the College’s Safeguarding – Safer Recruitment Policy | Yes / No |

**13. DECLARATION**

|  |  |  |
| --- | --- | --- |
| This application will be treated confidentially. St Columba’s procedures comply with the Data Protection Act 1998.* I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge
* I confirm that I am not on either the Children’s Barred List or the Vulnerable Adult’s Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body
* I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence
* I consent to the College processing the information given on this form, including any ‘sensitive’ information, as may be necessary during the recruitment and selection process
* I consent to the College making direct contact with all previous employer’s where I have worked with children or vulnerable adults to verify my reason for leaving that position
* I consent to the College making direct contact with the people specified as my referees to verify the reference
* I release the College and referees from any liability caused by giving and receiving information.
* I will be subject to checks by the Disclosure and Barring Service.
* Applicants for posts for Prep School only: 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.

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| --- | --- |
| I have nothing to declare | I enclose a confidential statement |

(please delete above as appropriate)Signature: ……………………………………………………………………………………… Date: ……………………………………………………………. |

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|   E-signing: by ticking this box you are signing in lieu of a physical signature and electronic receipt of this application form by the College will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. The College will request a physical signature if you are shortlisted to attend an interview. |

**Please return this completed Application Form along with the Overseas Police Checks and Equality & Diversity Monitoring Forms which are available on the College website to:**

Human Resources Manager

St Columba’s College, King Harry Lane, St Albans, AL3 4AW

Should you require assistance, please contact the HR Manager on 01727 892095 or email: Metcalfe.j@stcolumbascollege.org

**The Safeguarding, Safer Recruitment and the Recruitment of Ex-Offenders policies can be found on the**

**‘Work with Us’ page of the College website**

<https://www.stcolumbascollege.org/about-us/work-with-us>

**Appendix 1**

**Spent Convictions and the DBS filtering rules**

**Spent convictions**

|  |  |
| --- | --- |
| **Sentence** | **Rehabilitation period** (in all cases the period commences from the end date of the sentence including the licence period) |
|  | **Aged over 18 at the time of the conviction** | **Aged under 18 at the time of the conviction** |
| Imprisonment or detention in a young offender institution of more than 4 years | Never | Never |
| Imprisonment or detention in a young offender institution of more than 30 months but less than or equal to 4 years | Length of sentence plus 7 years | Length of sentence plus 3.5 years |
| Imprisonment or detention in a young offender institution of more than 6 months but less than or equal to 30 months | Length of sentence plus 4 years | Length of sentence plus 2 years |
| Imprisonment or detention in a young offender institution of less than or equal to 6 months | Length of sentence plus 2 years | Length of sentence plus 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order or youth rehabilitation order | Total length of order + 1 year | Total length of order + 6 months |
| Fine | 1 year | 6 months |
| Conditional caution and youth conditional caution | 3 months or when the caution ceases to have effect | 3 months or when the caution ceases to have effect |
| Compensation order | Once paid in full | Once paid in full |
| Hospital order | When order ceases to have effect | When order ceases to have effect |
| Conditional discharge, binding over, care order, supervision order, reception order | End of the order | End of the order |
| Disqualification | End of the disqualification | End of the disqualification |
| Relevant order | When the order ceases to have effect | When the order ceases to have effect |
| Absolute discharge | Spent immediately | Spent immediately |
| Simple caution/youth caution | Spent immediately | Spent immediately |

Custodial sentences of more than four years never become spent.

**DBS Filtering Rules with effect from 28th November 2020**

The rules regarding the automatic disclosure of cautions and convictions on a DBS certificate are set out in legislation.

Standard and Enhanced DBS certificates must always include the following records no matter when they were received:

* All convictions for specified offences
* Adult cautions for specified offences
* All convictions that resulted in a custodial sentence

Other records must be included depending on when the caution or conviction was received:

* Any adult caution for a non-specified offence received within the last 6 years
* Any adult conviction for a non-specified offence received within the last 11 years
* Any youth conviction for a non-specified offence received within the last 5 and a half years

An ‘adult’ is any individual aged 18 or above at the time of the caution or conviction. A ‘youth’ is any individual aged under 18 at the time of the caution or conviction.

A ‘specified offence’ is one which is on the [list of specified offences](https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check) agreed by Parliament which will always be disclosed on a Standard or Enhanced DBS certificate where it resulted in a conviction or an adult caution. Youth cautions for specified offences will not be automatically disclosed.

Any cautions (including reprimands and warnings) and convictions not covered by the rules above are ‘protected’ and will not appear on a DBS certificate automatically.

Cautions, reprimands and warnings received when an individual was under 18 will not appear on a Standard or Enhanced certificate automatically.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. Decisions to include information in this way are subject to [statutory guidance](https://www.gov.uk/government/publications/quality-assurance-framework-version-nine-qaf-v9).