



THE BLACKBURN
DIOCESEAN BOARD
OF EDUCATION

Application Form for Non-Teaching Posts

Voluntary Aided and Voluntary Controlled Schools
and Academies

PRIVATE AND CONFIDENTIAL

January 2020

Serving Church of England and Methodist Schools



THE BLACKBURN
DIOCESAN BOARD
OF EDUCATION

Please complete ALL sections of the form

Application for appointment to the post of	
Name of School/Educational Setting	

Personal			
Surname			
Christian Name(s)			
National Insurance No			
Home Address		Post code	
Telephone numbers:	Home:	Mobile:	
Email address:			

[illegible]

Current or most recent employer			
Name of Employer			
Address		Post Code	
Salary when leaving this post		Start Date	
Reason for leaving		End Date (if applicable)	
Position Held			
Brief Description of duties			

Employment History			
Name of Employer			
Address		Post Code	
Salary when leaving this post		Start Date	
Reason for leaving		End Date (if applicable)	
Position Held			
Brief Description of duties			

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Additional boxes can be found at the end of this application form.

If you have any gaps in your employment record, please provide an explanation for each gap:	
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Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

Referees - Please give the names of two people able to comment on your suitability for this post.			
At least one should be a professional referees			
If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.			
References will not be accepted from relatives or from people writing solely in the capacity of friends.			
Name			
Position			
Name of school/organisation			
Telephone number			
Email address:			
Relationship to applicant			
Name			
Position			
Name of school/organisation			
Telephone number			
Email address:			
Relationship to applicant			
If the post requires a faith referee please complete below			
Faith Referee			
Name			
Position			
Name of Church & Denomination			
Contact Address		Post code	
Telephone number			
Email address:			
Relationship to applicant			
Your faith referee should have pastoral responsibility for the Church at which you regularly worship . If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :			

Disclosure of Criminal Background		
a) 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
<i>You may be entitled to answer 'no' to this question even if you have been convicted of a criminal offence in the past, however certain types of employment which involves contact with children and / or vulnerable adults are excluded under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.</i> <i>Please note 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 Service web site.</i>		
b) If you answer yes, please detail offence(s) including date(s) and sentence(s) where relevant, in a sealed envelope, marked Private and Confidential for the attention of the Chair of Governors c/o the school / establishment.		
c) I can confirm that I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body or subject to any on-going investigation into any matter which may bring into question my suitability for the post applied for.	Signature	
	Date	
Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including governors)		

By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.	
Signature	
Date:	

This form should be emailed to:

NB Typed signature is acceptable - candidate will be required to sign at interview

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Employment History			
Name of Employer			
Address		Post Code	
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