



THE BLACKBURN  
DIOCESAN BOARD  
OF EDUCATION

## Application Form for Non-Teaching Posts

Voluntary Aided and Voluntary Controlled Schools

**PRIVATE AND CONFIDENTIAL**

*February 2022*



<b>Higher and Professional Education</b>				
Name of Institution				
From	To	Qualifications obtained		
<b>Subject</b>	<b>Level</b>	<b>Class/Grade</b>	<b>Awarding body</b>	<b>Date of Award</b>

<b>Further Professional Development</b>				
<i>Add additional lines as necessary</i>				
<b>As a Participant within the last five years relevant to this post</b>				
Date of course	Number and length of sessions	Details of course	Qualifications Obtained+ Date of Award	Course Provider

<b>Current or most recent employer</b>			
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			

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

*Add additional boxes as necessary*

If you have any gaps in your employment record, please provide an explanation:	
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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			
Home 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 :

Declaration

I understand that a full disclosure of any relevant offences, any inclusion in barred lists and any sanctions or on-going investigations related to any matter which may bring into question my suitability for the post applied for will be required prior to attending interview.

This information should only be requested from applicants who have been shortlisted. Therefore, should you be shortlisted for an interview, then you will be asked to provide this information on a self-disclosure form which will be sent to you. This must be completed and returned to the relevant Governing Board prior to the date of interview, otherwise you may not be able to attend and the offer of an interview withdrawn.

I understand that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. (section 7(1)(a) of the SVGA 2006)

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)

Text here.

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: [bursar@st-barts.lancs.sch.uk](mailto:bursar@st-barts.lancs.sch.uk)