

CONFIDENTIAL**References:**

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement").

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest's reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Present School / Employer:

Name:

Address:

Role:

Telephone:

Email:

Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest / Priest of the Parish where you regularly worship (if applicable):

Name:

Address:

Role:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

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If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes ☐ No ☐

If yes please provide full details:

It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: ☐

Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).