

The Christian School (Takeley)

Takeley

Nr. Bishop's Stortford

Herts

CM22 6QH

www.tcst.org.uk

office@tcst.org.uk

Job Application Form

We ask all prospective workers with children and young people to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the school, unless requested by an appropriate authority.

1. Personal Details

We will need to see birth/marriage certificates if you are a successful applicant..

Full Name

Maiden/Former Name(s)

Date and place of birth

___ / ___ / ___

Address :

Postcode

Daytime Tel No: _____
No: _____

Evening Tel

Mobile Tel No: _____

Email address:

National Insurance No.: _____

Teacher DFEE Number: _____

2. Qualifications and Employment History

Please tell us about your qualifications

Date	Qualification	Achievement

Please tell us about your past and current employers in the table below.

Employers Name and Address	Employed From (Date)	Employed to (Date)	Job Title & Description	Reason for Leaving



3. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer. You should also provide details of your church minister / leader. We reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____
Church minister / leader Name	_____	
Address	_____	
Telephone No.	_____	

4. Declaration

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children?

YES NO (Please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please tick) If yes we will need to discuss this with you.



The Christian School (Takeley) Cont...

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Criminal Records Bureau/Scottish Criminal Records Office/PECS. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Mr M Emlyn Humphries with whom you are welcome to discuss any aspects of this procedure.

I have sent the voluntary disclosure form to the recruiter in a separate, sealed envelope.
I confirm that the submitted information is correct and complete.

Signed _____

Date _____

We undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000



Voluntary Disclosure Form

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form and return to us in a separate sealed envelope

To: Mr M Emlyn Humphries

The Christian School (Takeley)

Appointment : Teacher

Voluntary Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/ pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offences and the dates

Signed: _____

Date: _____

Print Name: _____

Address: _____

Tel No: _____



ATTACHED NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act (PoCA)1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

