

APPLICATION FORM

Please ensure that you fill in all parts of the application form. Checks may be carried out to verify the information you provide on the application form.

Post Applied for:

Please do not submit a CV in place of a completed application form. CVs may be submitted as an accompanying document. Completed applications should be sent to: Angela Eaton, ODST HR Administrator, Church House (Oxford), Langford Locks, Kidlington, Oxford, OX5 1GF or returned by e-mail to odst.hr@oxford.anglican.org

Personal Information

Surname:	Forenames:
Title: Mr/Mrs/Miss/Ms/Dr/Other	
Address:	
Postcode:	
Contact Details:	Home: Work (if convenient): Mobile: E-mail:

Education/Professional/Vocational Qualifications/ Memberships

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary). Evidence of qualifications may be requested.

Institution	From	To	Examinations passed / qualifications gained
University or College			
Schools			
Current Membership of Professional Bodies		Date Elected	Designatory letters
<p>CONTINUING PROFESSIONAL DEVELOPMENT Give details of the most recent, relevant courses attended and indicate any awards earned.</p>			
Subject	Provider	Duration	Dates

Previous Employment

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. (Please continue on a separate sheet in necessary.)

Employer's name and address	From	To	Job title and summary of main duties	Salary	Reasons for leaving

Please give the reason and duration of any period(s) longer than one month when you have not been in employment since leaving full-time education.

Reasons for applying for this post

Please use the space below to write in support of your application (You may use an extra sheet if this enables you to set your thoughts out more clearly.)

You should include your reasons for applying, as well as a summary of how you see the work, education, training experience and skill set/personal qualities you have as being particularly relevant to the responsibilities in this post, as set out in the job description and person specification you have received.

References

We shall require a reference from your present or most recent employer. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference from your present employer. It is our normal practice to request references before interviews, although the panel does not see them until a decision has been reached. Please indicate below whether you are willing that we approach your current employer now,

<p>1st Referee (current employer)</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>Tel: _____</p> <p>E-mail: _____</p> <p>In what capacity does the above know you?</p> <p>Contact referee now? Yes / No</p>	<p>2nd Referee</p> <p>Name: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>_____</p> <p>Tel: _____</p> <p>_____</p> <p>E-mail: _____</p> <p>_____</p> <p>In what capacity does the above know you?</p>
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Additional Information

ODST will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By submitting this application, you agree to provide such evidence when requested.

<p>1. Do you require a work permit to work in the UK? If yes, please provide the work permit number here:</p>	Yes/ No
<p>2. Under the Working Time Directive, you should not work more than 48 hours a week on average. Do you plan to undertake work for any other employer, which might breach these regulations? If yes, please provide details here:</p>	Yes/ No
<p>3. Do you hold a full current driving licence?</p>	Yes/ No
<p>4. Are you able to travel across different locations if required by ODST or the school?</p>	Yes/ No
<p>5. Are you a relative or partner of any employee of Oxford Diocesan Schools Trust? If yes, please state name of person and relationship:</p>	Yes/ No

Disclosure and Barring Checks

The Oxford Diocesan Schools Trust is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts and any offer of employment is therefore conditional upon receipt of a satisfactory DBS check.

The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren't "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Where relevant we'll use the DBS check to ensure we comply with any appropriate Childcare Disqualification Regulations.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and ODST's privacy statement.

If you've lived or worked outside of the UK in the last 5 years, ODST may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years: Yes/ No

If you have an existing DBS certificate that is portable, i.e. you have registered and paid for access to the DBS update service, please let us know.

Declaration

I agree that any offer of employment with Oxford Diocesan Schools Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references, a satisfactory enhanced DBS check and medical clearance.

In accordance with the General Data Protection Act, it is agreed that Oxford Diocesan Schools Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form.

Oxford Diocesan Schools Trust is committed to the prevention, detection and elimination of fraud and corruption.

By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the General Data Protection Act.

I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/ or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.

Signed:

Date: