ARCHDIOCESE OF BIRMINGHAM



**Registered Charity No. 234216**

**APPLICATION FORM**

**APPOINTMENT OF**

**Senior Adviser for Senior Leadership Recruitment and Training**

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| **NAME OF APPLICANT** |
| Surname: |  | Christian Name: |  |

**DIOCESAN EDUCATION SERVICE**

(Please complete details in **BLOCK CAPITALS**)

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| **PERSONAL DETAILS** |
| Title: |  | Surname: |  | Christian Name: |  |
| Home Address: |  |
|  |
| Postcode: |  | Email: |  |
| Home Telephone No: |  | Daytime Telephone No: |  |
| Mobile No: |  | Date of Birth: |  |
| Occupation: |  | DFE Ref No: (if applicable) |  |
| NI Number: |  | Do you have Qualified Teacher Status (QTS) |  |
| Faith: |  |  |  |

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| **DETAILS OF PRESENT EMPLOYMENT**  |
| Post |  | Employer |  |
| Employer’s Address |  | Tel No. |  |
| Permanent or temporary |  | Full time or part time |  |
| Date of appointment |  | Notice required |  |

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| **POST-16 EDUCATION AND TRAINING** |
| *Please give information about any education received in this country or abroad, and qualifications obtained including degrees, with class and division, and any Teacher’s Certificates in chronological order, and concluding with any present courses being undertaken* |
| Establishment attended | Full/parttime | Qualifications gained | Dates attended |
| From | To |
|  |  |  |  |  |
| **PROFESSIONAL EXPERIENCE** |
| *Please give details of experience in chronological order* |
| Employer | lnstitution/Location | Post(s) held | Dates of employment |
| From | To |
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| **OTHER EXPERIENCE** |
| *Please give details of experience in chronological order of all other employment after the age of 16, also any unpaid experience (for example), work as a catechist or other work in a parish, family duties, voluntary work etc. which you wish to be taken into consideration:* |
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| **CONTINUED PROFESSIONAL DEVELOPMENT** |
| *Please give details of recent courses, INSET and/or other training in which you have been involved in the past 5 years and which you consider relevant to this post: [Please state length of course/s and provider(s)]* |
| **Course/INSET** | **Length of Course** | **Provider** |
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| **PROFESSIONAL MEMBERSHIPS** |
| Please list any relevant professional bodies of which you are a member |
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| **REFERENCES** |
| *Please nominate three referees, one of which should be your current employer and one must be* ***your parish******priest or the priest of the parish*** *where you worship regularly.* |
| **Reference 1 (Parish Priest or Priest of the Parish where you worship regularly)** |
| Title: |  | Surname: |  | Christian Name: |  |
| Designation: |  |
| Address: |  |
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| Postcode:  |  | Daytime Telephone No: |  |
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| **Email:**  |  |

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| **Reference 2 (current or most recent employer)** |
| Title: |  | Surname: |  | Christian Name: |  |
| Designation: |  |
| Address: |  |
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| Postcode: |  |
| **Email:** |  | Daytime Telephone No: |  |
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| **Reference 3 (Other professional)** |
| Title: |  | Surname: |  | Christian Name: |  |
| Designation: |  |
| Address: |  |
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| Postcode: |  | Daytime Telephone No: |  |
| **Email:**  |  |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| The Trustees are obliged by law to operate a checking procedure for employees as the post will involve substantial contact with schools. Disclosure will only be required if, following interview, it is considered that you are the most suitable applicant for the post. Please sign below if you agree that the appropriate enquiry might be made.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, incuding any which is time expired.Yes: No: If yes, please provide details:

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**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 signing below you consent to a DBS Check(s) being made: |
| Signature: | Date: |

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| **REHABILITATION OF OFFENDERS ACT 1974** |
| If 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 and 2020), then the details of these must be disclosed if you are invited for interview.Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form. |

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| **GENERAL DATA PROTECTION REGULATION** |
| In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.1. We require the information we have requested on this form in order to process your application for employment.
2. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
3. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
4. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
5. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.
* I confirm that I have read and understood the above
* I agree to the collection and processing my personal information as described above

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| Signature: | Date: |

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| **IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006** |
| The Diocese will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. By signing the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested.

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| Signature: | Date: |

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| **DECLARATION** |
| By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and 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.

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| Signature: | Date: |

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| **SUPPORTING STATEMENT** |
| *Candidates are invited to submit a statement indicating their reasons for making the application and suitablility for the position. Please use the space provided on this and the following page.* |
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**NOTES TO APPLICANTS**

Before returning this form, please ensure that every section has been completed.

The form should be returned to Mr Adam Hardy, Director of Education, Diocesan Education Service by email to a.hardy@bdes.org.uk, copying in leadership@bdes.org.uk

**Closing date for applications is 12 noon Monday 22 November 2021**