**Application for the Post of PA to the Bursar**

**Closing date**: Midday 6th December 2019

**Present Position:**

**Present School/Place of Employment:**

**Notice Period (or leaving date):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where you saw role advertised:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 Personal Details**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forenames:

Former Surnames, if any:

(e.g. maiden name, previous change of name)

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Religious Denomination / Faith:

**Proof of eligibility to work in the United Kingdom**

National Insurance Number:

Work Permit Details and expiry date if appropriate:

(if applicable)

**2 Education**

**Instructions for applicants**

Please give information about education received in this country or abroad, qualification obtained including grades. Please place in chronological order beginning with the earliest and ending with the latest. Indicate full or part-time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishments attended | Full or Part-time | Qualifications(incl Awarding Body) | Dates attended(including month/year)From | Dates attended(including month/year)From |
|  |  |  |  |  |

**3 Post 18 Educational and Career Pathway**

**Instructions for applicants**

Please give information about education received after the age of 18 and your career to date. Please include information about any time outside education or work and in this country or abroad. Please place this information in chronological order beginning with the earliest and ending with the most recent. There should be no gaps in the history of your employment and other experience from the age of 18 years.

Please note that for safer recruitment purposes this information should provide a full account of your pathway since leaving school, and this may be subject to checks as appropriate. Please add additional boxes if necessary, but note that this section must be *completed in full*, even if some information is duplicated from section 2.

Please remember to include the name of any organisations for whom you have worked as well as your job title and responsibilities within the details section.

|  |  |
| --- | --- |
| **Post 18 Educational and Career Pathway** | **Activity (please tick)** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |
| **Date from:** | **Date to:** | **Study** | **Work** | **Other** |
| **Details** |

**Please record any further information on a separate piece of paper and attach to the form.**

**4 Professional Development**

**Instructions for applicants**

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (include length of courses). Please continue on a separate sheet if necessary.

|  |  |  |
| --- | --- | --- |
| **Course / CPD Activity** | **Date** | **Provider** |
|  |  |  |
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**6 Personal statement**

|  |
| --- |
| Please provide information below in support of how you meet the job description and person specification, giving examples where relevant. Skills, experience and knowledge gained outside of paid employment may also be included if relevant: |

**7 Details of Present Salary and Scale**

Please supply all information requested as appropriate.

Current Basic Gross Salary: \_\_\_\_\_\_\_\_\_\_\_

Additional Allowances:

Any other relevant information:

**8 Reasonable Adjustments**

UK employers have a responsibility to make reasonable adjustments to provide for the fulfilment of equalities legislation. Please state below any reasonable adjustments you wish to request for your interview date. If none, please state ‘none’.

|  |
| --- |
|  |

**9 References**

Please nominate at least **two** referees, one of which should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one reference must be from the employer by whom you were most recently employed to work with children. Please indicate if you do NOT want the referees to be contacted prior to interview. If you do not indicate, we will assume that you have no preference either way. References will not be accepted from relatives or those writing solely in their capacity as friends.

**Referee 1**

Name: Position:

Address:

Email:

Telephone:

Contact prior to interview: Yes / No

**Referee 2**

Name: Position:

Address:

Email:

Telephone:

Contact prior to interview: Yes / No

**Referee 3**

Name: Position:

Address:

Email:

Telephone:

Contact prior to interview: Yes / No

We reserve the right to contact any previous employer. Referees will be contacted prior to interview unless otherwise specified, see above.

**10 Disclosure of Criminal and Child Protection / Safeguarding Matters**

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as “spent”, must be declared. I have not been disqualified from working with children, am not named on the DfE former List 99 or the Protection of Children Act (POCA) List or overseas equivalents, am not subject to any sanctions imposed by any regulatory body.

|  |  |
| --- | --- |
| **Declaration** | **Tick** |
| I have no convictions, cautions or bind-overs |  |
| I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked “confidential”, including any pending criminal actions or court hearings. |  |

Signature of Applicant Date

In the event of a successful application, an enhanced DBS Disclosure will be sought in relation to criminal and child protection matters. Please sign here to signify your agreement to the appropriate enquiry being made.

Signature of Applicant Date

**11 Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature of Applicant Date

**12 Declaration**

If you know any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature of Applicant Date

(This post will be subject to the terms and conditions of the St. Augustine’s Priory contract of employment).

**Notes to applicants**

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned by email to HR@sapriory.com
3. Rehabilitation of Offenders Act 1974: you must declare all convictions that you have.
4. If you are called for interview, you should bring with you each of the following (where applicable):
	* Your certificates of qualifications achieved
	* A document showing proof of your current address, e.g. Utility Bill, or Bank Statement, mortgage statement, credit card statement, council tax statement which is less than 3 months old
	* **One** document which gives photographic evidence of your identity, ideally a **current passport.**
	* Driving Licence
	* Birth Certificate
	* A copy of a marriage certificate or other legal document if your name has changed since your qualifications were obtained
	* Proof of your National Insurance Number
	* If applicable, a sealed envelope containing details of any convictions, cautions, or bind-overs