**Application Form**

The St Edmund’s College Summer School is legally required to carry out a number of pre-appointment checks which are detailed in our ‘Safer Recruitment Policy’. The information you are being asked to provide in this form is required so that we can comply with those legal obligations should your application be successful.

Please note, in order to be considered for a position at the St Edmund’s College Summer School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form.

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| **POSITION & DATE OF APPLICATION:** | | |
| **Post applied for:** | Click or tap here to enter text. | |
| **Application Date:** | Click or tap here to enter text. | |
| **PERSONAL DETAILS:** | | |
| **Surname:** | Click or tap here to enter text. | |
| **Forenames** | Click or tap here to enter text. | |
| **Former surname:**  (if applicable) | Click or tap here to enter text. | |
| **Preferred Name:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Telephone:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **National Insurance No.:** | Click or tap here to enter text. | |
| **Nationality:** | Click or tap here to enter text. | |
| **If you have a disability, do you require any adjustments to assist you at interview?** | | Click or tap here to enter text. |
| **Do you need a permit/visa to work in the UK?** | | Choose an item. |

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| **HIGHER EDUCATION:** Please list in order of latest achieved, including degrees in progress | | | | |
| **Qualification level & title:** | Click or tap here to enter text. | | | |
| **Place of study:** | Click or tap here to enter text. | | | |
| **Year of graduation:** | Click or tap here to enter text. | | | |
| **[Result if completed]:** | Click or tap here to enter text. | | | |
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| **Qualification level & title:** | Click or tap here to enter text. | | | |
| **Place of study:** | Click or tap here to enter text. | | | |
| **Year of graduation:** | Click or tap here to enter text. | | | |
| **Result:** | Click or tap here to enter text. | | | |
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| **Place of study:** | Click or tap here to enter text. | | | |
| **Year of graduation:** | Click or tap here to enter text. | | | |
| **Result:** | Click or tap here to enter text. | | | |
| **SCHOOL EDUCATION:** Please list your GCSE and ‘A’ level (or equivalent) subjects and grades: | | | | |
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| **PROFESSIONAL EDUCATION AND TRAINING:**  Please provide details of any vocational qualifications or training you have undertaken which you consider relevant to this role. | | | | |
| Click or tap to enter a date. | | | | |

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| **GENERAL:**  Please list any special interests, skills or pastimes which may support your application | | | |
| Click or tap here to enter text. | | | |
| **EMPLOYMENT:** Please list your last 6 years employment history, starting with the most recent. | | | |
| **Employer:** | Click or tap here to enter text. | | |
| **Start date:** | Click or tap here to enter text. | **Leaving date:** | Click or tap here to enter text. |
| **Job Title** | Click or tap here to enter text. | | |
| **Job Duties:** | Click or tap here to enter text. | | |
| **Contact Details:** | Click or tap here to enter text. | | |
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| **Employer:** | Click or tap here to enter text. | | |
| **Start date:** | Click or tap here to enter text. | **Leaving date:** | Click or tap here to enter text. |
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| **Job Duties:** | Click or tap here to enter text. | | |
| **Contact Details:** | Click or tap here to enter text. | | |
| **GAPS IN EMPLOYMENT:** For child protection purposes we require explanations of gaps in your employment history | | | |
| Click or tap here to enter text. | | | |

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| **REFEREES:** Please list 2 referees, 1 should be your current or latest employer.  We intend to take up references on all shortlisted candidates following interview. We reserve the right to take up references from any previous employer.  If we receive a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas, we may take up references from your overseas employers.  We may also telephone your referees in order to verify the reference they have provided. | |
| **Referee name:** | Click or tap here to enter text. |
| **Referee job title:** | Click or tap here to enter text. |
| **Referee company:** | Click or tap here to enter text. |
| **Referee email:** | Click or tap here to enter text. |
| **Referee address:** | Click or tap here to enter text. |
| **Referee telephone:** | Click or tap here to enter text. |
| **Professional relationship:** | Click or tap here to enter text. |
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| **Professional relationship:** | Click or tap here to enter text. |
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| **RELATIONSHIPS:** Please disclose any relationships to members of the Governing Body, staff or students of St Edmund’s College and the St Edmund’s College Summer School. |
| Click or tap here to enter text. |

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| **INFORMATION IN SUPPORT OF APPLICATION:** Please write a short supporting statement with any additional information or skills that you feel may support your application. |
| Click or tap here to enter text. |

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| **NOTES TO APPLICANTS:** |
| We have adopted equality, diversity and inclusion as core values and aim to be a genuinely inclusive organisation for staff, students and the wider community.  Recruitment and career progression with the St Edmund’s College Summer School are determined only by the selection criteria for the role. We welcome applications from suitably qualified and experienced applicants whatever their background.   * You are required to disclose any relationship to members of the Governing Body or staff of St Edmund’s College or the St Edmund’s College Summer School. * Candidates are reminded that this is an application for a post in a College where Governors are the employers. * All successful candidates will be required to produce original documents proving identity. * All successful candidates will be required to produce original certificates for all qualifications. |
| **SAFEGUARDING** |
| The St Edmund’s College Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  A copy of our ‘Safer Recruitment Policy’ is available to download from the ‘Work with us’ section of our website [www.stedmundscollege.com](http://www.stedmundscollege.com). Please take the time to read this.  Please be aware that we will apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the St Edmund’s College Summer School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the St Edmund’s College Summer School is conditional upon our being satisfied with the result of the Enhanced DBS Disclosure.  Any criminal records information that is disclosed to us will be handled in accordance with any guidance and / or code of practice published by the DBS.  We will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for us to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and we are therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.  Having a criminal record will not necessarily prevent you from taking up employment with the St Edmund’s College Summer School. Instead, we will assess each case on its merits and with reference to the objective assessment criteria set out in our 'Safer Recruitment Policy'.  We actively promote a safe and supportive international environment for all students. All our staff have a duty of care and must adhere to Safeguarding and Prevent duty requirements as detailed in our safeguarding policy. |
| **DATA PROTECTION:** |
| You agree that St Edmund’s College is permitted to hold personal information about you (including personal sensitive information) as part of its personnel and other records and may use such information in the course of its business and for the protection of children.  You agree that the College may disclose such information to third parties if such disclosure is, in the College’s view, required for the proper conduct of its business and for the protection of children. This clause applies to all information held, used or disclosed in any medium. |

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| **DECLARATION:** |
| You will be required to disclose any convictions, caution or binding over, including ‘spent convictions’ under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. A copy of the College’s Disclosure Policy, which covers the recruitment of ex-offenders, is available on request.  I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children  I confirm that I am not prohibited from carrying out 'teaching work'  I confirm that the information I have given on this application form is true and correct to the best of my knowledge  I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence  Please type your full name below to confirm that the information contained in this form is accurate and that you agree to the terms stated on this final page:  Click or tap here to enter text. |

Thank you for your application.

Please email your completed application form to [summer@stedmundscollege.org](mailto:summer@stedmundscollege.org).