



# The Christian School (Takeley) Application Form to Work at the School

We ask all prospective workers with children and young people to complete this form or provide the information on the front page and the details requested in a form suited to the application. 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 or documents regarding a change of name.

Full Name \_\_\_\_\_

Maiden/Former Name(s) \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**National Insurance No.:** \_\_\_\_\_

**Teacher DFE Number if applicable :** \_\_\_\_\_

Do you have the right to work in the UK:  YES  NO (Please tick)

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

Postcode: \_\_\_\_\_

Daytime Tel No: \_\_\_\_\_

Evening Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you ever had an offer to work with children/young people declined?

YES  NO (Please tick)

Please include a handwritten covering letter highlighting how your experience fits with the ethos and values of the school and explaining how it meets the job specification.

Job Applied for:

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

**Experience of Christianity**

Please tell us about your Christian experience including the Church(es) you have attended if any and dates, the name(s) of minister/leader together with any activities undertaken.

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**Experience of working with Children**

Please give details of previous experience of looking after or working with children and/or young people. This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity.

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**Qualifications**

Date	Qualification	Achievement

**Please provide evidence of any qualifications relating directly to this employment, eg Degree, NVQ, QTS or PGCE.**

**2. Full Employment History**

If you have not provided this seperately, please tell us about your past and current employment / voluntary work in the table below. Include any gaps in employment.

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

**3.** Are you currently working in any other child care or teaching position in either a voluntary or paid capacity?

If yes please give details:

Name of the organisation:

Address:

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Contact person in organisation:

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Telephone Number:

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Post you are employed in (please give details of your duties):

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**Is this a maintained School**

YES  NO (Please tick)

**If yes please provide a copy of your current DBS certificate enclosed with your Self-Declaration Form for a position requiring a Disclosure.**

**If you go to our admin site, [www.tcstadmin.co.uk](http://www.tcstadmin.co.uk) and click on CCPAS CRB application, you will go to the online application system.**

**You will need our organisation's reference, which is 2417 and the password "CHRISTIAN2417" .**

**Are you entitled to work in the UK**

YES  NO (Please tick)

Have you worked or lived abroad in the last 5 years?

YES  NO (Please tick)

**4. 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 employment (paid or voluntary). 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.

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Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____

Church minister / leader

Name	_____
Address	_____
Telephone No.	_____

## Self-Declaration Form for a position requiring a Disclosure.

### STRICTLY CONFIDENTIAL

As a School we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants to work at the school are asked to complete this form, detach it from the Application Form and return it, **to the Recruiter detailed below, in a separate sealed envelope**

To: Mr M Emlyn Humphries

Address: The Christian School (Takeley), Brewers End, Takeley, Bishops Stortford, Herts CM22 6QH

Appointment applied for:

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### CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules\*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules\*), please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974\*\* and the DBS filtering guidance\*.

Do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

YES  NO (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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## POLICE INVESTIGATIONS

Please complete this section if you are applying for an Enhanced Disclosure Check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction (and is not subject to DBS filtering rules)\*?

YES  NO (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

YES  NO (Please tick)

If yes, please provide details, we will need to discuss this with you.

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Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

YES  NO (Please tick)

If yes, please give details.

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**DECLARATION**

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_

of (address)

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

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the place of worship/organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children’s Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Those applying for work with children and/or vulnerable adults in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.  
I confirm that I am not barred from working with children / vulnerable adults.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

[\\*https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)

[https://www.gov.uk/government/publications/dbs-filtering-](https://www.gov.uk/government/publications/dbs-filtering-guidance)

[guidance\\*\\*https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/148542/rehabilitation-offenders.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/148542/rehabilitation-offenders.pdf)

**LEGALESE – ATTACHED NOTES**

The Disclosure of any offence may not prohibit employment.

As this post involves substantial, unsupervised contact with children, young people and/or vulnerable adults 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 Disclosure and Barring Service (DBS) (England & Wales), SCRO (Scotland), ACCESS NI (Northern Ireland).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. 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 Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/PVA (NI) Service 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. As a place of worship/organisation 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 DBS/SCRO/ACCESS NI Service.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking that involves working with children or vulnerable adults. Should we ever need to refer an individual to any of the lists of people deemed unsuitable for working with children or vulnerable adults then we would also inform them of any knowledge we have of that individual working in any other capacity with children/vulnerable adults.

**Notes for England, Wales & Northern Ireland Only - Children and Young People**

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>