



Stormont School

Application for Employment

The School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The information contained in this application form is requested in order to help us fulfil our Safer Recruitment checks.

Post Applied For	ASSISTANT BURSAR
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Preferred Title			
Surname			
Forename(s)			
Former Name(s)			
Date of Birth			
Full home address			
	Postcode		
E-mail address			
Mobile telephone number			
Home telephone number			
National Insurance number:			
Do you have Qualified Teacher status? (please circle / delete as appropriate)	YES	NO	N/A
Have you applied for work at the school previously? If yes please provide details.			
Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of Stormont School? If so please provide details.			

EDUCATION AND QUALIFICATIONS

Please give details of all qualifications relevant to the role. Please also give secondary school details.

1.	Name of School/College/University	
	Dates of attendance	
	Qualifications obtained (please give grade / classification)	

2.	Name of School/College/University	
	Dates of attendance	
	Qualifications obtained (please give grade / classification)	

3.	Name of School/College/University	
	Dates of attendance	
	Qualifications obtained (please give grade / classification)	

EMPLOYMENT HISTORY (Please include all periods of employment; please continue on a separate sheet if necessary.)

1.	Start & finish dates (e.g. 01.10.2014 to 28.02.2017)	Name and address of current / most recent employer	Position held: Current / most recent annual salary: Notice required: Reason for leaving:
Main responsibilities & duties of current / most recent post			
2.	Start & finish dates	Name and address of employer	Position held: Reason for leaving:
3.	Start & finish dates	Name and address of employer	Position held: Reason for leaving:
4.	Start & finish dates	Name and address of employer	Position held: Reason for leaving:

If there are any gaps in your employment or education history, please explain them here. (Please give the relevant dates)

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Please give any further information you feel relevant to this application, e.g. special skills and abilities, training and experience.

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INTERESTS

Please list other (outside) activities or interest, membership of organisations, or commitments to public duties.

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PERSONAL STATEMENT (Please continue on a separate sheet if necessary)

Please give your reasons for applying for this post and say why you believe you are suitable for the position, making reference to the job description and person specification.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page below the instructions.

PROFESSIONAL / ACADEMIC REFEREES

(Please provide full contact details of two referees)

One of the referees must be your current or most recent employer and must be a senior person with appropriate authority. If your current/most recent employer does/did not involve work with children, then your second reference (where possible) should be from a recent employer where you worked with children. Neither referee should be a relative or someone known to you solely as a friend or colleague. Please ensure you provide full contact details for the referees, including their e-mail address.

The School will take up all references for candidates who are invited for interview.

Preferred Title				
Name				
Position/Job Title				
Address				
Postcode				
Telephone Number				
Email address				
May we contact prior to interview?	Yes		No	

Preferred Title				
Name				
Position/Job Title				
Address				
Postcode				
Telephone number				
Email address				

DECLARATION – Part 1

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?

YES / NO

(please circle or delete as appropriate)

(You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the Disclosure and Barring Service filtering rules; see Appendix 1).

Is there any relevant court action pending against you?

YES / NO

(please circle or delete as appropriate)

If answering "YES" to either of the above, please provide the following information on a separate sheet and send this in a sealed envelope (addressed to the Head and marked "confidential") with your application form:

- details of the order, restriction, conviction or caution and the date that this was made
- the relevant court or body and the sentence, if any, which was imposed and
- a copy of the relevant order or conviction.

DECLARATION – Part 2

- I confirm that the information I have given on this application form is true and correct to the best of my knowledge.
- 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 subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts me from teaching or being involved in the management of an independent school.
- I confirm that I am not disqualified from working in Early Years provision or later years provision with children under the age of eight.
- 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.
- I understand that in submitting this form I give I consent to the School to process the information given by me as may be necessary during the recruitment and selection process.
- In the event that my application is unsuccessful, I understand that the data so collected will be retained for six months from the closing date for applications, after which time it will be disposed of securely.

Signed:

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Date:

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Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above.

Appendix 1: Spent convictions and the DBS filtering rules

Spent Convictions		
Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction).	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of Service plus 7 years	Length of Service plus 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of Service plus 4 years	Length of Service plus 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of Service plus 2 years	Length of Service plus 18 months
Removal from HM Service	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of order	At the end of order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of order	At the end of order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	At the end of order	At the end of order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period
Prison sentences of more than two and a half years are never considered spent.		

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction;
- it is your only offence;
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued, and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.