



**APPLICATION FORM FOR SCHOOL WORKER
(Primary Development) (Part time)**

(As this form may be photocopied, please use black pen or send as a Word / PDF file)

PERSONAL DETAILS

Surname

Title (Mr/Mrs/Ms/Miss/Rev)

Forenames in full

Address

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Email

Do you need a work permit? Yes / No

WORK EXPERIENCE

Present or most recent employer

Date of appointment

Position held

Outline of duties

List chronologically, with dates and employers' names, other positions you have held (this information is required because this job is subject to DBS checks):-

From	To	Employer	Position
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Please give details of any relevant voluntary work

PERSONAL QUALIFICATIONS

List secondary schools, colleges, universities, or other places of training you have attended:

Educational Establishment	Qualifications
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List any other relevant qualifications

PERSONAL STATEMENT

Why have you applied for this position?

Please write why you believe you are suitable for this position - please make reference to the Person Specification that has been supplied

INTERESTS

What are your leisure interests outside work?

What talents and skills have you developed (e.g. music, drama, sport) that might be relevant to this post?

CHRISTIAN EXPERIENCE

How and when did you become a Christian?

Which church do you belong to?

How have you been involved in your church?

What gifts do you believe God has given you and how have you used them in His service?

What experience have you had of working with Christians outside your own church?

HEALTH

How many days absence have you had in the past 2 years?

Would you describe your general health as good / fair / poor

Are you a registered disabled person? Yes / No

If yes, please state the nature of your disability and give your registration number:

GENERAL INFORMATION

Do you hold a full and current licence to drive a car? Yes / No

Give details of any endorsements in the last five years

How long have you lived in Calderdale?

If appointed, when would you be free to take up the post?

Where did you see this post advertised?

REFEREES

Please give details of three people to be referees. One should be your present or most recent employer and another should be your minister or church leader. We would prefer referees who have known you for at least two years but not all in the same context.

Name: Status: Address Telephone: Email:

Name: Status: Address Telephone: Email:

Name: Status: Address Telephone: Email:

I declare that the information provided in this application is accurate, and I consent to:

- a. The taking up of references*
- b. If offered the position, an application being made to the Criminal Records Bureau for an enhanced disclosure concerning previous criminal convictions, cautions, bind-over orders and / or pending prosecutions etc.*

Signed

Date

CONFIDENTIAL DECLARATION FORM

Each person applying to work for/help the Trust, is required to complete the following form.

If you have any questions about this form please contact CICS Chair person. Guidelines from the Home Office following the Children Act 1989 advise voluntary organisations, including churches, to take steps to ensure the safety of children in their care. You are therefore requested to make the following declarations (please state YES or NO)

Have you ever been convicted of a criminal offence, including any spent convictions under the Rehabilitation of Offenders Act 1974, or been cautioned by the police or bound over to keep the peace? [see note (1)]

If yes, please state the nature and date(s) of the offence(s) on a separate sheet.

Have you ever been held liable by a court for a civil wrong or had an order made against you by a matrimonial or family court?

If yes, please give details on a separate sheet.

Has your conduct ever caused, or been likely to cause, harm to a child, or put a child at risk, or to your knowledge has it ever been alleged that your conduct has resulted in any of these things? [see note (2)]

If yes, please give details on a separate sheet, including the date(s) and nature of the conduct and whether you were dismissed, disciplined or moved to other work, or you resigned from any paid or voluntary work, as a result.

Signed: _____ Date: _____

Please print your full name: _____

Notes:

(1) Because of the nature of the work for which you are applying this post is exempt from the provisions of section 4 (ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of an appointment any failure to disclose such convictions could result in the withdrawal of approval to work with children or young people who come into contact with CICS.

(2) a: A "child" for this purpose means anyone under the age of 18. b: "Harm" includes ill-treatment of any kind (including sexual abuse) or impairment of physical or mental health or development. c: This question relates to any conduct whether as a paid employee, a voluntary worker or otherwise.

(3) The successful candidate, will be offered the position subject to the receipt of a satisfactory application to the Criminal Records Bureau for an enhanced disclosure.

Please return this form along with your application form.