

Application Form

Internal Use only
Ref NoDate Received



Position

Development
Officer

[All relevant information to be put on Application Form, CVs are not acceptable]

Please ensure that you **fully** complete **all** sections of the application, paying particular attention to the Employment History section and identifying any gaps.

Section 1: Personal details **PLEASE PROVIDE A COVERING LETTER WITH YOUR APPLICATION FORM**

Title:	Forenames:	Surname:
National Insurance number:	Former name(s):	Preferred name:
Teacher's DfE Dept Ref No (if applicable)		
Address	Telephone number(s):	
Postcode	Home:	
Resident at this address since:	Work:	
Do you hold a Valid UK driving licence YES NO	Mobile:	
	Email address:	
Are you eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, Please provide details.		
Please confirm if you have ever: Been or lived outside of the UK for a period of 3 months or more at any one time within the last 5 years? If yes please advise which country or countries and for what period of time	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have Qualified Teacher status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, have you ever been subject to an investigation by the General Teaching Council or DfE? If yes, please provide details separately	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been 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 you from teaching or being involved in the management of an independent school? IF Yes, please provide details by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you know or are you related to any member of Chetham's staff, If yes - please provide information by separate cover	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been barred from working with children? If yes, please provide details by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed from a post? If yes, please provide details by separate cover.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section 2: Education

Please start with most recent

Please provide details of **all** qualifications. Please be aware you will be required to produce original certificates for any qualifications entered in this section, relevant to the advertised post, if selected for interview. Please ensure all required qualifications, linked to the Person Specifications of the role are recorded here.

Name of school/college/university	Dates of attendance	Examinations									
		Subject	Result	Date	Awarding body						
	From: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
	From: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										
	From: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table> To: dd / mm / yy <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>										

Section 3: Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received, **linked to the Person Specification** of the role which you consider to be **relevant**. Please be aware you will be required to produce original certificates for any training entered in this section if selected for interview.

Section 4: Employment

Current / most recent employer:

Current / most recent employer's address:

Current / most recent job title:

Date started:

Date employment ended
(if applicable):

Current salary / salary on
leaving:

NQT ONLY: Have you provided evidence of passing the Skills tests?

Yes

No

Do you / did you receive any employee benefits?

Yes

No

If so, please provide details of these:

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and / or duties	Reason for leaving
-------	------------------------------	-------------------------------	--------------------

Section 5: Previous employment and / or activities since leaving secondary education

Please continue on a separate sheet if necessary

From:			
dd / mm / yy			
To:			
dd / mm / yy			
From:			
dd / mm / yy			
To:			
dd / mm / yy			
From:			
dd / mm / yy			
To:			
dd / mm / yy			
From:			
dd / mm / yy			
To:			
dd / mm / yy			

Section 6: Gaps in your employment

If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. _____

Section 7: Interests

Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra curricular activity.

Section 8: Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. **Continue on a separate sheet if necessary.**

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules referred to at page 9 of this form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure (a copy of which is available from the School on request).

Before answering these questions please see the information on spent convictions and the DBS filtering rules at page 9 of this form.

Have you been convicted by the courts of any criminal offence?

Yes

No

Section 10: Recruitment

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 on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.

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 consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

I consent to the School making direct contact with the people specified as my referees to verify the reference.

Signed:

Date:

Please return your completed application: Mrs Lynn Rutherford-Chadwick, HR Officer
Chetham's School of Music
Long Millgate
Manchester
M3 1SB

or
mail to: lynnrutherford@chethams.com

Please identify where you saw the advert for this position

Disclosure and Barring Service Filtering rules (applies from 10th March 2014)

Sentence/disposal	Buffer period for adults (18 and over at the time of conviction or the time the disposal is administered). This applies from the <u>end_date</u> of the sentence (including the licence period).	Buffer period for young people (under 18 at the time of conviction or the time the disposal is administered). This applies from the <u>end_date</u> of the sentence (including the licence period).
Custodial sentence* of over 4 years, or a public protection sentence	Never spent	Never spent
Custodial sentence of over 30 months (2 ½ years) and up to and including 48 months (4 years)	7 years	3½ years
Custodial sentence of over 6 months and up to and including 30 months (2 ½ years)	4 years	2 years
Custodial sentence of 6 months or less	2 years	18 months
Community order or youth rehabilitation order**	1 year	6 months

*Custodial sentence includes a sentence of imprisonment (both an immediate custodial sentence and a suspended sentence), a sentence of detention in a young offender institution, a sentence of detention under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000, a detention and training order, a sentence of youth custody, a sentence of corrective training and a sentence of Borstal training.

**In relation to any community or youth rehabilitation order which has no specified end date, the rehabilitation period is 2 years from the date of conviction.

The following table sets out the rehabilitation period for sentences which do not have "buffer periods" and for which the rehabilitation period runs from the date of conviction:

Sentence/disposal	Rehabilitation period for adults (18 and over at the time of conviction or the time the disposal is administered).	Rehabilitation period for young people (under 18 at the time of conviction or the time the disposal is administered).
Fine	1 year	6 months
Conditional discharge,	Period of the order	Period of the order
Absolute discharge	None	None
Conditional caution and youth conditional caution	3 months or when the caution ceases to have effect if earlier	3 months
Simple caution, youth caution	Spent immediately	Spent immediately
Compensation order*	On the discharge of the order (i.e. when it is paid in full)	On the discharge of the order (i.e. when it is paid in full)
Binding over order	Period of the order	Period of the order
Attendance centre order	Period of the order	Period of the order
Hospital order (with or without a restriction order)	Period of the order	Period of the order
Referral order	Not available for adults	Period of the order
Reparation order	Not available for adults	None

Filtering rules:

You are not required to disclose information about spent criminal convictions *, 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

Even then, it will only be removed if it does not appear on the list of "specified offences" which will never be removed from a certificate. If a person has more than one offence, ten details of all their convictions will always be included.

You are not required to disclose information about a spent caution** 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" relevant to Safeguarding.

For those under 18 years of age at the time of the offence

The same rules apply as for adult convictions, * except that the elapsed time period is 5.5 years.

The same rules apply as for adult Cautions, ** except that the elapsed time period is 2 years. **

* (A conviction is a determination of guilt by a court in relation to a specific offence. Multiple offences whether arising from different occasions or from a single event, and in relation to which a court on one or more occasions reaches a determination of guilt, are to be treated as multiple convictions for filtering purposes).

** (the term "Caution" includes reprimands and warnings)

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>

Important Note: This is intended as general guidance only. It is not legal advice and must not be regarded as a definitive interpretation of the 1974 Act. Anyone in doubt should seek their own legal advice.