**SARUM HALL SCHOOL**

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| Application Form - Bursar |

**Application Form**

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| **Position applied for: Bursar and Clerk to the Governors** |

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| **Section 1 – Personal details** | | |
| Title:  Dr/Mr/Mrs/Miss/Ms | Forename(s): | Surname: |
| Former name: | | Preferred name: |
| National insurance number: | |  |
| Address: | | How long have you lived at this address:  If less than 5 years please provide all previous addresses for past 5 years |
| Previous address:  Length of time at address: | | Previous address:  Length of time at address: |
| Contact Details:  Home telephone:  Work telephone:  Mobile telephone:  Email address: | | Are you currently eligible for employment in the UK?  Yes  No  Please provide details: |
| Do you hold a recognised accounting designation?  Yes  No | | Do you have other relevant professional qualifications?  Yes  No |
| If yes, which body? | | If yes, which? |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of the School? If so, please provide details. | | |
| Where did you hear about this role? | | |

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| **Section 2 – Education**  Please start with the most recent | | | | | | | | | |
| **Name of school/college/university** | **Dates of attendance** | | | | **Examinations** | | | | |
| Subject | Result | | Date | Awarding body |
|  | From:  dd/mm/yy | | | |  |  | |  |  |
|  |  | |  |
| To:  dd/mm/yy | | | |
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|  | From:  dd/mm/yy | | | |  |  | |  |  |
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| To:  dd/mm/yy | | | |
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| **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 which you consider to be relevant to the role for which you have applied.  Please include details of Safeguarding and First Aid training. | | | | | | | | | |
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| **Section 4 – Employment** | | | | | | | | | |
| Current/most recent employer: | | | | | | | | | |
| Current/most recent employer's address: | | | | | | | | | |
| Current/most recent job title: | | | | | | | | | |
| Brief description of responsibilities: | | | | | | | | | |
| Date started: | | | Date employment ended (if applicable): | | | | Current salary/salary on leaving: | | |
| Do you/did you receive any employee benefits? 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: | | | | | | | | | |

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| **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** |
| From: dd/mm/yy | | |  |  |  |
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| To: dd/mm/yy | | |
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| From: dd/mm/yy | | |  |  |  |
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| From: dd/mm/yy | | |  |  |  |
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| To: dd/mm/yy | | |
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| **Section 6 - Gaps in your employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. | | | | | | |
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| **Section 7 – This section intentionally left blank** | | | | | | |
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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. With reference to the job description and person specification, 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. | | | | | | |
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| Section 9 – Criminal records, sanctions, restrictions and prohibitions | | | | | |
| The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The School is exempt from the Rehabilitation of Offenders Act 1974 and is therefore permitted to ask job applicants to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess their suitability to work with children. **However,** you are not required 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 (see Appendix 1 to 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 set out in the School's recruitment, selection and disclosure policy and procedure.  It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1. | | | | |
| Have you received a caution for, or been convicted of, any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction for an offence committed in the United Kingdom which is subject to the DBS filtering rules (see Appendix 1). | Yes |  | No |  |
| Is there any relevant court action pending against you? | Yes |  | No |  |
| Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country? | Yes |  | No |  |
| Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts you from being involved in the management of an independent school? | Yes |  | No |  |
| Have you ever been the subject of a direction under section 142 of the Education Act 2002? | Yes |  | No |  |
| If answering "YES" to any of the above, please provide the following information on a separate sheet and send this in a sealed envelope marked "confidential" with your application form. | | | | |

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| **Section 10 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview, subject to you providing permission. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employers.  The School may also telephone your referees in order to verify the reference they have provided. | |
| **Referee 1** | **Referee 2** |
| Name:  Organisation:  Address:  Occupation:  Telephone number:  Email address:  May we contact prior to interview? Yes  No | Name:  Organisation:  Address:  Occupation:  Telephone number:  Email address:  May we contact prior to interview? Yes  No |
| **Section 11 – Recruitment** | |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  A copy of the School’s recruitment policy and Safeguarding policy is available for download from the School’s website.  Please take the time to read them.  Data Protection  The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in our Staff Privacy Notice and Data Protection Policy.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed a year after the date on which you are notified of the outcome. | |

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| **Section 12 – Declaration** |
| * 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 or otherwise disqualified from working with children. * 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 confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight. * 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 |
| **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 at Section 12.** |

# Appendix 1

# Spent convictions and the DBS filtering rules

## Spent convictions

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| 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 * Sentence of imprisonment, youth custody, detention in a young offender institution or corrective training of over four years * Sentence of preventive detention * Sentence of detention at Her Majesty’s Pleasure * Sentence of custody for life * Public protection sentences\* (imprisonment for public protection, detention for public protection, extended sentences of imprisonment or detention for public protection and extended determinate sentences for dangerous offenders) * A public protection sentence (the provisions for which are set out in Part 12 of the Criminal Justice Act 2003 and Part 8 of the Armed Forces Act 2006 means a sentence of imprisonment or detention, as detailed above, imposed for specified sexual and violent offences. | Never | Never |
| Prison sentence of more than 30 months but less than or equal to 4 years | Length of sentence + 7 years | Length of sentence + 3.5 years |
| Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months | Length of sentence + 4 years | Length of sentence + 2 years |
| Prison sentence, or sentence of detention, of less than or equal to 6 months | Length of sentence +2 years | Length of sentence + 18 months |
| Removal from HM Service | 1 year | 6 months |
| Service detention | 1 year | 6 months |
| Community order or youth rehabilitation order | 1 year | 6 months |
| Fine | 1 year | 6 months |
| Compensation order | Once paid in full | Once paid in full |
| Absolute discharge | Spent immediately | Spent immediately |
| Driving disqualification | End of the disqualification | End of the disqualification |
| Driving endorsement | 5 years from the date of conviction | 30 months from the date of conviction |
| Relevant order (include conditional discharge orders, restraining orders, hospital orders, bind overs, referral orders, care orders and any order imposing a disqualification, disability, prohibition or other penalty not mentioned in this table) | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent | End of the order or, if no date given, 2 years from the date of conviction - unless the order states ’unlimited’, ’indefinitely’ or ’until further order’ as in these cases it will remain unspent r |
| Simple caution, youth caution | Spent immediately | Spent immediately |
| Conditional cautions youth conditional caution | 3 months or when caution ceases to have effect if earlier | 3 months or when caution ceases to have effect if earlier |

## Filtering rules

Certain spent convictions and cautions are considered 'protected' and the DBS filtering rules mean that they are not included in a DBS certificate. Job applicants are not required to disclose protected convictions or cautions. If a protected conviction or caution is inadvertently disclosed the School will disregard that information when making a recruitment decision.

You are therefore not required to disclose information about a spent criminal conviction imposed for an offence 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 the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

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

* six years have elapsed since the date it was issued; and
* it was not issued for a "specified offence".

You are not required to disclose information about a spent criminal conviction imposed for an offence in the United Kingdom 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 the conviction;
* it did not result in a custodial sentence; and
* it was not imposed for a "specified offence".

You are not required to disclose information about a caution issued for an offence committed in the United Kingdom if you were under 18 years of age at the time of the offence.

The list of "specified offences" can be found at:

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