Position applied for:

Note: Throughout this form, where a choice of answers is given please **delete** the answer which does **not** apply.

**1 Personal details**

|  |  |
| --- | --- |
| Surname | First Name(s) |
| Nationality |
| Home Address |
|  |
| Telephone Number(s)Landline Mobile |
| Email address |

**2 Education, relevant qualifications and training**

|  |  |  |  |
| --- | --- | --- | --- |
| School, College, University |  Dates | Examinations Subjects | Qualification |
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|  |  |  |  |

**3 Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Position and Description of Duties | Reason for Leaving |
|  |  |  |  |
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**4** Do you require any adjustments to be made for you should you be invited to attend an interview? (Applies only to applicants currently in the UK.)

**YES/NO**

1. **Disclosure Statements**

Work at Rydal Hall is likely to bring you into contact with children or vulnerable adults. When appropriate we therefore administer a Child Protection Policy prepared in accordance with Carlisle Diocesan regulations, as part of which we require you to answer the questions in this section. Please note that all situations which involve work with children and young people in England are exempt from the Rehabilitation of Offenders Act 1974. This means that **all** previous convictions, of whatever date, must be disclosed. In the event of your being employed as a result of this application, subsequent discovery of a failure by you to answer these questions truthfully may lead to the immediate termination of your employment.

Have you **ever at any time** been convicted of a criminal offence in any country, or been cautioned by the Police or bound over to keep the peace? **YES/NO**

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? **YES/NO**

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?

**YES/NO**

Notes

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 These questions relate to **any** conduct, whether as a paid employee, a voluntary worker, or otherwise.

If you have answered **YES** to any of these questions, please give full details on a separate paper, including the nature and date(s) of any conviction(s), conduct or allegations. Please state whether as a result of anything referred to in this section you were dismissed, moved to other work or resigned from any paid or voluntary work.

Please note that all successful candidates will required to submit an application to the Disclosure and Barring Service.

1. **Referees**

Please give details of two people who may be approached to provide references. Preferably, one should be your present employer. If you prefer that immediate contact should not be made with your employer, please state **when** they may be approached.

1. Name:

 Address:

 Tel No:

 E-mail:

 Occupation/Position held:

1. Name:

 Address:

 Tel No:

 E-mail:

 Occupation/Position held:

When would you be free to take up this post? Date:

1. **Other information**

Please use the space below to tell us why you are interested in this job; attach additional sheets if necessary:

1. **Declaration**

I declare that the information given in this application is to the best of my knowledge correct, and that I have not withheld any pertinent information. I understand that the contents of this form may be made available to the Management Team and HR Assistant of Rydal Hall, but to no one else without my written consent.

Signed: Date: