

**Application Form**

Please tick the appropriate boxes where necessary and ensure that the application form is completed in full. CV’s will **NOT** be accepted in support of your application.

NAME:

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| POSITION |  |

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| What hours are you applying for? | | | | | | | | |
| * Full Time Work * Part Time Work | | |  | | | |  | |
| **If applying for part-time work, what hours are you available to work?** | | | | | | | | |
|  | **Mon** | **Tue** | | **Weds** | **Thurs** | **Fri** | **Sat** | **Sun** |
| AM |  |  | |  |  |  |  |  |
| **PM** |  |  | |  |  |  |  |  |
| **EVE** |  |  | |  |  |  |  |  |
| How did you hear about this vacancy? | | | | | | | | |

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| **APPLICATION FOR EMPLOYMENT** | | | | | | |
| Surname: | | Title: | | First Names:  Known As: | | |
| Home Address:  Postcode: | | | | Home Tel No.  Mobile No.  Work No.  Is it ok to contact you at work?  **Yes**  **No** | | |
| Email Address: | | | | | | |
| Do you have a current driving licence?  **Yes**  **No** | | | | | | |
| In order to comply with the Asylum and Immigration Act (1996), please state whether or not you have been a permanent UK resident for the last three years.  **Yes**  **No**  (If no, please give date of entry into UK) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you require a Work Permit?  National Insurance Number: | | | | | | |
| Have you previously applied to Sheffield Cathedral?Have you previously worked for Sheffield Cathedral? If yes, in what capacity? | | | | | **Yes**  **No**  **Yes**  **No** | |
| **CURRENT EMPLOYMENT** | | | | | | |
| Start Date  month/year | Name and Address of Employer | | Position Held and  brief outline of duties | | | Reason for Leaving  inc. compromise agreement if applicable |
|  |  | |  | | |  |
| Current Salary (per annum):  £ | | | Notice Period: | | | |

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| **PAST EMPLOYMENT** | | | |
| List your previous employment, beginning with the most recent | | | |
| Start & Finish Dates  month/year | Name and Address of Employer | Position Held  Briefly outline duties | Reason for Leaving  inc. settlement agreement if applicable |
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| If there are any gaps in your employment, please explain here: | | | |

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| **EDUCATION** | | | |
| **Secondary Education** | | | |
| Name of School | Dates Attended  month/year | Qualifications & Subjects | Grade |
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| **Further Education** | | | |
| Name of College or University | Dates Attended  month/year | Course | Qualification & Grade |
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| Are the original certificates available should you be invited to interview?  **Yes**  **No** | | | |

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| **ADDITIONAL INFORMATION** |
| Please list below **any** special knowledge, qualifications, training, experience (including voluntary experience), abilities and skills you have attained which will support your application. Please make particular reference to the job description and person specification for this post. ***Please use additional paper if you wish to***. |
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| **REFERENCES** | |
| Sheffield Cathedral requires the names and contact details of **two employment referees**, one of whom must be your current or most recent line manager or tutor in the case of university, college or school leavers. **They must not be a relative and they must be able to comment on your suitability to work with children.** They will, in most cases, be contacted prior to interview and subsequent appointment. | |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Relationship to Referee: | Relationship to Referee: |
| How long have you been known to this referee? (Provide dates month/year) | How long have you been known to this referee? (Provide dates month/year) |
| Address:  Postcode: | Address:  Postcode: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| May we contact this referee before interview?  **Yes  No** | May we contact this referee before interview?  **Yes  No** |
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| If for some reason you are not able to provide referees from previous employment or college, you should give the names of people that know you and who hold positions of responsibility within the community. | |

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| **DISCLOSURE OF CRIMINAL CONVICTIONS** | | | |
| The position for which you are applying is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and 1986. This means that you are required by law to disclose **all** spent and unspent criminal convictions. You should also include any cautions or pending actions, or if you were bound over.  As a registered body of the Disclosure and Barring Service, Sheffield Cathedral adheres to the DBS Code of Practice. Please visit [www.dbs.gov.uk](http://www.dbs.gov.uk) for further information and guidance. Some offers of employment are subject to receipt of a satisfactory Enhanced DBS Disclosure and notification that you are registered with The Churches' Child Protection Advisory Service (CCPAS).  If this is your first position working with children, you will not be appointed until a satisfactory DBS disclosure is received and you are registered with (CCPAS).  All information within the DBS disclosure will be maintained confidentially by Sheffield Cathedral.  You may make this disclosure on a separate sheet and submit in a sealed envelope marked ‘CONFIDENTIAL’.  **Where no convictions have been recorded against you, write NONE across the boxes.** | | | |
| Offence | | Date of Conviction | Sentence |
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| If you are convicted later during the application process, you must inform Sheffield Cathedral Department of the details.  I certify that, to the best of my knowledge, the information that I have entered is factually correct and I understand that any false information may result in my application being removed from the recruitment process or in the event of employment, result in disciplinary action which could include dismissal by Sheffield Cathedral. | | | |
| Name: |  | | |
| Signature: |  | | |
| Date: |  | | |
| FAILURE TO COMPLETE THIS DECLARATION WILL RESULT IN YOUR APPLICATION BEING WITHDRAWN. | | | |

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| **CHURCH OF ENGLAND CONFIDENTIAL DECLARATION FORM** | |
| The Confidential Declaration Form must be completed by all those wishing to work with children  and / or adults experiencing, or at risk of abuse or neglect. It applies to all roles, including clergy,  employees, ordinands and volunteers who are to be in substantial contact with children and / or  adults experiencing, or at risk of abuse or neglect. This form is strictly confidential and, except  under compulsion of law, will be seen only by those involved in the recruitment / appointment  process and, when appropriate, the Diocesan Safeguarding Adviser or someone acting in a similar  role / position. All forms will be kept securely in compliance with the Data Protection Act 1998.  If you answer yes to any question, please give details, on a separate sheet if necessary, giving the  number of the question which you are answering.  Please note that the Disclosure and Barring Service (DBS) is an independent body, which came  into existence on 1st December 2012. It combines the functions of the Criminal Records Bureau  (CRB) and the Independent Safeguarding Authority (ISA). | |
| Have you ever been convicted of or charged with a criminal offence or been bound over to keep the peace that has not been filtered in accordance with the DBS filtering rules20? (Include both ‘spent21’ and ‘unspent’ convictions)  **Yes  No** | |
| Have you ever received a caution, reprimand or warning from the police that has not been filtered in accordance with the DBS filtering rules22? **Yes  No** | |
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| *Notes applicable to questions 1 and 2: Declare all convictions, cautions, warnings, and reprimands etc. that are not subject to the DBS filtering rules. Please also provide details of the circumstances and/or reasons that led to the offence(s). Broadly, where your position / role involves substantial contact with children and / or adults experiencing, or at risk of abuse or neglect (i.e. where you are eligible for an enhanced criminal records check) you will be expected to declare all convictions and / or cautions etc., even if they are ‘spent’ provided they have not been filtered by the DBS filtering rules. If your position / role does not involve substantial contact with children and / or adults experiencing, or at risk of abuse or neglect you should only declare ‘unspent’ and ‘unfiltered’ convictions / cautions etc. Convictions, cautions etc. and the equivalent obtained abroad must be declared as well as those received in the UK. If you are unsure of how to respond to any of the above please seek advice from an appropriate independent representative (e.g. your solicitor) because any failure to disclose relevant convictions, cautions etc. could result in the withdrawal of approval to work with children and / or adults experiencing, or at risk of abuse or neglect. Although it is important to note that the existence of a conviction, caution etc. will not necessarily bar you from working with vulnerable groups unless it will place such groups at risk.* | |
| Are you at present (or have you ever been) under investigation by the police or an  employer or other organisation for which you worked for any offence / misconduct?  **Yes  No** | |
| Are you or have you ever been prohibited and / or barred from work with children and/or vulnerable adults? **Yes  No** | |
| Has a family court ever made a finding of fact in relation to you, that you have caused significant harm to a child and / or vulnerable adult, or has any such court made an order against you on the basis of any finding or allegation that any child and / or vulnerable adult was at risk of significant harm from you23? **Yes  No** | |
| Has your conduct ever caused or been likely to cause significant harm to a child and / or vulnerable adult, and / or put a child or vulnerable adult at risk of significant harm?  **Yes  No** | |
| *Note: Make any statement you wish regarding any incident you wish to declare.* | |
| To your knowledge, has it ever been alleged that your conduct has resulted in any of those things? **Yes  No** | |
| Have you ever had any allegation made against you, which has been reported/referred to, and investigated by the Police/Social Services/Social Work Department (Children or Adult’s Social Care)? **Yes  No** | |
| If you reply yes to questions 7 and/or 8, please give details, which may include the date(s) and nature of the allegation, and whether you were dismissed, disciplined, moved to other work or resigned from any paid or voluntary work as a result. | |
| Note: Declare any complaints or allegations made against you, however long ago, that you have significantly harmed a child, young person or adult who is vulnerable. Any allegation or complaint investigated by the police, Children’s Services, an employer, voluntary body or other body for which you worked must be declared. Checks will be made with the relevant authorities. | |
| Has a child in your care or for whom you have or had parental responsibility ever been removed from your care, been placed on the Child Protection Register or been the subject of child protection planning, a care order, a supervision order, a child assessment order or an emergency protection order under the Children Act 1989, or a similar order under any other legislation? **Yes  No** | |
| If you are working from home with children, is there anyone who is 16 years of age or over living or employed in your household who has ever been charged with, cautioned or convicted in relation to any criminal offence not subject to DBS filtering rules24; or is that person at present the subject of a criminal investigation/pending prosecution?  **Yes  No  Not applicable** | |
| If yes, please give details including the nature of the offence(s) and the dates. Please give any further details, such as the reasons or circumstances, which led to the offence(s) | |
| *Note applicable to Q10: You are only required to answer this if you work from home with children. The DBS define home based working as where the applicant for the DBS check carries out some or all of his or her work with children or adults from the place where the applicant lives (this will include the majority of clergy, (for instance, those resident in a vicarage etc.)25* | |
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| **Declaration**  I declare the above information (and that on any attached sheets) is true, accurate and complete to the best of my knowledge.  After I have been appointed, I agree to inform my line manager or supervisor if I am charged, cautioned or convicted of any offence or if I become subject to a Police/Social Services/Social Work Department (Children or Adult’s Social Care) investigation. | |
| Name: (Print) |  |
| Signature: |  |
| Date: |  |
| Before an appointment can be made applicants who will have substantial contact with children and / or adults experiencing, or at risk of abuse or neglect in their roles will be required to obtain an enhanced criminal record check (with or without a barred list check (as appropriate) from the Disclosure and Barring Service.  All information declared on this form will be carefully assessed to decide whether it is relevant to the post applied for and will only be used for the purpose of safeguarding children, young people and / or adults experiencing, or at risk of abuse or neglect.  Please note that the existence of a criminal record will not necessarily prevent a person from being appointed, it is only if the nature of any matters revealed may be considered to place a child and / or an adult experiencing, or at risk of abuse or neglect at risk. | |

20 You do not have to declare any adult conviction where: (a) 11 years (or 5.5 years if under 18 at the time of the conviction) have passed since the date of the conviction; (b) it is your only offence; (c) it did not result in a prison sentence or suspended prison sentence (or detention order) and (d) it does not appear on the DBS’s list of specified offences relevant to safeguarding (broadly violent, drug related and/or sexual in nature). **Please note that a conviction must comply with (a), (b), (c) and (d) in order to be filtered.** Further guidance is provided by the DBS and can be found at www.gov.uk/government/publications/filtering-rules-forcriminal-record-check-certificates and www.gov.uk/government/publications/dbs-filtering-guidance

21 Please note that the ‘rehabilitation periods’ (i.e. the amount of time which has to pass before a conviction etc. can become ‘spent’) have recently been amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Since 10 March 2014, custodial sentences greater than 4 years are never ‘spent’. For further guidance in relation to the ‘rehabilitation periods’, please see <http://hub.unlock.org.uk/knowledgebase/spent-now-brief-guide-changes-roa/>

22 You do not have to declare any adult caution where: (a) 6 years (or 2 years if under 18 at the time of the caution, reprimand or warning) have passed since the date of the caution etc. and (b) it does not appear on the DBS’s list of specified offences referred to in footnote 1 above. **Please note that a caution etc. must comply with (a) and (b) in order to be filtered.**

23 ‘Significant harm’ involves serious ill-treatment of any kind including neglect, physical, emotional or sexual abuse, or impairment of physical or mental health development. It will also include matters such as a sexual relationship with a young person or adult for whom an individual had pastoral responsibility or was in a position of respect, responsibility or authority, where he/she was trusted by others. It also includes domestic abuse.

24 See footnotes

25 https://www.gov.uk/government/publications/dbs-home-based-positions-guide/home-based-position-definitionand-guidance

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| **WHAT TO DO NOW?** |
| Please ensure that you have completed the application fully and return it to Sheffield Cathedral, Church Street, Sheffield, S1 1HA or [nicola.burgin@sheffield-cathedral.org.uk](mailto:nicola.burgin@sheffield-cathedral.org.uk)  If you complete this form electronically, you will be asked to sign all the relevant parts if invited for interview.  Sheffield Cathedral will then advise you if your application has been successful. We are unable to provide feedback on unsuccessful applications. |