

**Immanuel Christian School**  
**Rodford Tabernacle**  
**Westerleigh**  
**Bristol, BS37 8QG**  
**Tel: 01454 311710**



For School Office Use Only		Application Information:			
Application Received.	Copies To	All Ref's Received.	Interview Date	Start Y / N	Start Date
_____	_____	_____	_____	_____	_____

**TEACHER - APPLICATION FORM**

**Position Applied For:**

\_\_\_\_\_

**Personal Details:**

Title: Mr/Mrs/Miss/Ms \_\_\_\_\_ Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Former Name \_\_\_\_\_ Used From \_\_\_\_\_ To \_\_\_\_\_

Former Name \_\_\_\_\_ Used From \_\_\_\_\_ To \_\_\_\_\_

Male or Female \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_ Telephone Day \_\_\_\_\_ Eve. \_\_\_\_\_

Telephone Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

DfE Teacher Number \_\_\_\_\_ Qualified Teacher Status Yes  No

Have you completed your NQT statutory induction year? Yes  No  Date free to take up appointment \_\_\_\_\_

N.I. Number \_\_\_\_\_

**Have you ever worked/lived overseas (outside of the UK)?** If YES please complete section below.

Country: \_\_\_\_\_ Country: \_\_\_\_\_

Overseas address: \_\_\_\_\_ Overseas address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Post Code: \_\_\_\_\_

Period (Full Date) From: \_\_\_\_\_ Period (Full Date) From: \_\_\_\_\_

To: \_\_\_\_\_

To: \_\_\_\_\_

**Education (Secondary and above)**

School/College Name	From	To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Right to work in the UK**

Under Section 8 of the Asylum and immigration Act 1996, it is a criminal offence to employ an individual who does not have permission to work in the UK. Therefore, all offers of employment are made subject to the production of documentary evidence of such permission, e.g. Passport or other Home Office authorised documentation.

Are you able to provide such documentary evidence? Yes  No  Nationality \_\_\_\_\_

**Qualifications ( A' levels and above ) / Skills Training**

Qualification Title / Awarding Body	Grade	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Full Personal History In Chronological Order Since Leaving Secondary Education.**

(Education/Training/Employment/Voluntary Work, including periods of unemployment).

Company/Organisation	Position	From	To	Reason For Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* (Please use a separate sheet if necessary and note any reason for gaps in employment).

**Disability / Medical**

Do you have, or have you had, any disability /medical conditions that might affect your performance in undertaking the post being applied for? If yes please provide further details of your condition/disability and any reasonable adjustments that you feel should be made, to the recruitment process or to the job its self, to assist applicants.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disability Definition:** Individuals who were registered under the Disabled Persons (Employment) Act 1944 on both 12 January 1995 and 2 December 1996 are treated as being disabled under the Disability Discrimination Act 1995 (DDA). The DDA states "a person has a disability if he has a **physical or mental impairment** which has a **substantial and long-term adverse effect** on his ability to carry out **normal day to day activities**." The person must satisfy the four criteria in bold in the above statement to fall under and, therefore, be protected under the DDA. This definition is subject to amendments made by the DDA 2005.

**Statement in support of your application. How do your personal qualities and professional experience qualify you for this position? You may wish to provide this in a covering letter if you prefer.**



**Immanuel Christian School works on an ethos based on the statement of faith set out below which is incorporated into its Governing Document:**

This post carries a Genuine Occupational Requirement to be a Christian as defined under the Equality Act 2010, Schedule 9 (3), noting exemptions in the School Standards & Framework Act 1998.

The school is designated as a 'School of Religious Character' by Statutory Instrument 2013, No. 2867, and as such advertises for Christian teachers in line with its own ethos.

The school's policy is to recruit committed Christian teachers who are able to agree to its Statement of Faith, as stated below

We believe in:

**Statement of Beliefs**

1. **GOD:** There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.
2. **THE BIBLE:** God has revealed himself in the bible, which consists of the old and new testaments alone. Every word was inspired by God through human authors, so that the bible as originally given is in its entirety the word of God, without error and fully reliable in fact and doctrine. The bible alone speaks with final authority and is always sufficient for all matters of belief and practice.
3. **THE HUMAN RACE:** All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.
4. **THE LORD JESUS CHRIST:** The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing god's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as lord of all. He intercedes for his people in the presence of the father.
5. **SALVATION:** Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.
6. **THE HOLY SPIRIT:** The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the church and empowers its members for worship, service and mission.
7. **THE CHURCH:** The universal church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the word, the administering of baptism and the Lord's supper; for pastoral care and discipline, and for evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.
8. **THE FUTURE:** The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

**Please indicate your agreement with this statement by ticking the box.**

## **Safeguarding**

*Immanuel Christian School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and undergo appropriate checks.*

- The successful applicant will be checked against the children's barred list and required to provide a DBS disclosure at an Enhanced level.
- The school will seek references for short-listed candidates and may approach previous employers/ educational establishments for information to verify particular experience and qualifications before, during or after the interview.
- If you are currently working with children, in a paid or voluntary capacity, your employer will be asked about disciplinary offences relating to children, including any for which the penalty time is expired and whether you have been subject to any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.
- Providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the police.

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner's Office.

**DECLARATION**

I acknowledge that Immanuel Christian School is committed to safeguarding and promoting the welfare of children and young people and to this end hereby certify that I am not on the Children's Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body such as GTC, and have no convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006.

I agree to inform Immanuel Christian School

- if I am convicted of an offence after I take up any post within Immanuel Christian School. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.
- If I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, all of which must be deemed by Immanuel Christian School as satisfactory. I also declare that I will not contact any member of Immanuel Christian School to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this Application Form and the Self Declaration Form with a covering letter to:

The Head Teacher, Immanuel Christian School, Rodford Tabernacle, Westerleigh Road, Westerleigh, South Gloucestershire, BS37 8QG.

**Self Declaration Form**  
**for a Position Requiring a Disclosure**

This post is exempt from the Rehabilitation Of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

**STRICTLY CONFIDENTIAL**

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all other relevant Legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

**All applicants are asked to complete this form and return, to the Recruiter detailed below, in a separate sealed envelope**

To: The Head Teacher

Address: Immanuel Christian School  
Rodford Tabernacle  
Westerleigh Road  
Westerleigh  
South Gloucestershire  
BS37 8QG

Appointment applied for: \_\_\_\_\_

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?  Yes  No (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

**POLICE INVESTIGATIONS**

This should include relevant police non-conviction information. Please complete this section if the post you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation that didn't lead to a criminal conviction?  
 Yes  No (please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and the reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?

Yes  No (please tick)

If yes, please provide details.

Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults? Please include any disciplinary action taken by an employer in relation to your behaviour with adults.

Yes  No (please tick)

If yes, please give details.

#### DECLARATION

To help us ensure that we are complying with all relevant safeguarding legislation, please read the accompanying notes and complete the following declaration.

I (full name) \_\_\_\_\_

Of (Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within the organisation responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Those applying for work with children and in positions which fall within the scope of regulated activity please confirm that you are not barred from working with children.

I confirm that I am not barred from working with children.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. As this post involves substantial, unsupervised contact with children and young people all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children within the school. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk. As a school we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to any of the lists of people deemed unsuitable for working with children then we would also inform them of any knowledge we have of that individual working in any other capacity with children.

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service. Where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012) an enhanced with barred list check will be completed. Those working with children in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Disclosure and Barring Service (DBS) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1<sup>st</sup> December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.

DBS Eligibility from: <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/eligibility-guidance>