

# Candidate Application Form

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Candidate Briefing Pack. The equal opportunities information will be separated from your application before shortlisting.

We welcome applications from people with disabilities. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

## Section I: Personal Details

Title	
First name(s)	
Last name	
Known as...	

What job are you applying for?

Job title	
Advert reference no. (if applicable)	
How did you find out about this job?	
Are you currently working for DCAT? (excluding agency staff)	<input type="checkbox"/> YES <input type="checkbox"/> NO

Contact details

Home Address				
Email address				
Telephone numbers	Home		Please indicate your preferred contact number (place an X in the box)	
	Mobile			
	Work			
How would you prefer us to contact you? (place an X in the box)	<input type="checkbox"/> Email	<input type="checkbox"/> Phone	<input type="checkbox"/> Post	<input type="checkbox"/> No pref.

Use this form to demonstrate how well you match the Person Specification for the job you are applying for. **A CV is not required** in addition to this form, although you can attach further documents to support your application when you submit this form if you choose.

## Section 2: Qualifications

List all of your achievements relevant to this job and any others you feel could be important (eg, for your career development), starting with the most recent. Proof of qualifications and membership to professional bodies will be checked if an offer is to be made.

### Qualifications

Qualification type and subject (eg, GCSE English)	Grade/level attained	Name of school, college, university, etc	Date achieved (mm/yy)

### Membership to professional bodies

Name of professional body	Date achieved	By exam or election?

### Alternative evidence

If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience.

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## Section 3: Experience

Tell us about how you meet the requirements of the section titled **Experience** in the Person Specification.

### Full Job History

Give full details of your employment starting with your current or most recent job. Use the column titled **Job title and duties** to give brief details, where relevant, to show how your experience meets the requirements in the Person Specification. **Indicate gaps in employment and full time study and tell us what you were doing during this time (eg, full time study). Any gaps in employment may be questioned at interview.** Please continue on a separate sheet if necessary.

### Current/most recent job

Name of employer	Job title and duties	Dates of employment	
		From	To

<b>Current salary</b>	£
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### Full previous job history (please use additional sheet if required)

Name of employer	Job title and duties	Dates of employment	
		From	To

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Please use this space to explain any unaccounted gaps in employment, including dates

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**Other experience**

Describe any relevant experience you have had outside of work which shows how you meet the **Experience** section of the Job Profile.

### **Other Skills and Interests**

Please include languages spoken/written, ICT etc. Please provide details of any community, church or voluntary work experience.

### **Section 4: Skills and Competencies**

You are asked to provide evidence of how you meet the requirements of the person specification/job profile. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use a separate sheet if necessary.

## Section 5: References

Three references are required for all candidates. One referee must be your current employer or, if you are currently not working, this should be your last employer. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager.

### Reference 1 [Current Employer]

### Reference 2

<b>Name</b>		<b>Name</b>	
<b>Full address</b>		<b>Full address</b>	
<b>Telephone no.</b>		<b>Telephone no.</b>	
<b>Email</b>		<b>Email</b>	
<b>How long has this person known you and in what capacity?</b>		<b>How long has this person known you and in what capacity?</b>	
<b>Reference 3</b>			
<b>Name</b>			
<b>Full address</b>			
<b>Telephone no.</b>			
<b>Email</b>			
<b>How long has this person known you and in what capacity?</b>			
<b>Please indicate if you do not want DCAT to contact your referees without letting you know first.</b>			
<b>References will be taken up, prior to interview, after shortlisting.</b>			

## Relationships

Failure to disclose a close personal relationship as below may disqualify you.

Are you a relative of, partner of, or do you have a close personal relationship with any employee connected to the Diocese of Chichester Academy Trust? If so, please state the full name(s), position(s) and place(s) of work.

## Section 6: What happens next?

**If we have not contacted you by the advertised interview date, please assume that you have not been successful.** If you are the successful/preferred candidates, we will need **three** satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with DCAT.

### Rehabilitation of Offenders

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

<b>Have you ever had any convictions, cautions, reprimands, or final warnings given by the police?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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If the answer is **YES** to either, please give details on a separate sheet and attach in a sealed envelope marked **Confidential**.

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults. If your job requires you to be in regular contact with children or vulnerable adults, we will need to obtain an Enhanced DBS clearance before you start work with us.

## Section 7: Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud. Information about DCAT's privacy notice and GDPR policies can be found [here](#)

**I understand that a Disclosure and Barring check will be carried out.**

<b>Signature or X</b>	<div style="border: 1px solid black; width: 40px; height: 25px; margin-left: auto;"></div>
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### NB: Attachments

This form has been designed to gain all the information from you which we require for shortlisting. Only attach further documents requested or which you think will support your application with further information.

## Section 8: Equal opportunities monitoring

**Strictly confidential**

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender, age, disability, or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us.

**Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed** and will be used for statistical and monitoring purposes only.

This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer to self-identify <input type="checkbox"/> Prefer not to say	<b>Date of Birth</b>	
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<b>Disability</b>	<input type="checkbox"/> None <input type="checkbox"/> Yes <input type="checkbox"/> Prefer not to say
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If you need any assistance to attend or participate in the interview, please do let us know.

<b>Marital / Civil Partnership status</b>	<input type="checkbox"/> Divorced <input type="checkbox"/> In a registered civil partnership <input type="checkbox"/> Never married or in a registered civil partnership <input type="checkbox"/> Separated but still legally married <input type="checkbox"/> Widowed	<input type="checkbox"/> Formally in a civil partnership now formally dissolved <input type="checkbox"/> Married <input type="checkbox"/> Separated but still in a registered civil partnership <input type="checkbox"/> Surviving partner from a registered civil partnership <input type="checkbox"/> Prefer not to say
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<b>Sexual Orientation</b>	<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Gay man <input type="checkbox"/> Lesbian woman
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<b>Ethnic origin</b>	<input type="checkbox"/> British (white)	<input type="checkbox"/> Irish (white)
	<input type="checkbox"/> Gypsy or Irish Traveller (white)	<input type="checkbox"/> Any other background (white)
	<input type="checkbox"/> White and black Caribbean (mixed)	<input type="checkbox"/> White and black African (mixed)
	<input type="checkbox"/> White and Asian (mixed)	<input type="checkbox"/> Any other background (mixed)
	<input type="checkbox"/> Indian (Asian or Asian British)	<input type="checkbox"/> Pakistani (Asian or Asian British)
	<input type="checkbox"/> Bangladeshi (Asian or Asian British)	<input type="checkbox"/> Chinese (Asian or Asian British)
	<input type="checkbox"/> Any other background (Asian or Asian British)	<input type="checkbox"/> African (Black or Black British)
	<input type="checkbox"/> Caribbean (Black or Black British)	<input type="checkbox"/> Any other background (Black or Black British)
	<input type="checkbox"/> Arab	<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Other	

<b>Religion</b>	<input type="checkbox"/> Buddhism	<input type="checkbox"/> Christianity
	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam
	<input type="checkbox"/> Judaism	<input type="checkbox"/> Sikhism
	<input type="checkbox"/> No religion	<input type="checkbox"/> Atheism
	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other

Do you look after, or give any help or support to a family member, friend or neighbour because of long term physical disability, mental ill-health or problems related to old age?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
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