CONFIDENTIAL

SCHOOL SUPPORT STAFF APPLICATION FORM

at

ST MICHAEL'S CATHOLIC GRAMMAR SCHOOL
LONDON N12 7NJ

A Voluntary Aided School in the Trusteeship of the Sisters of the Poor Child Jesus

*(Before completing this form please read **Notes to Applicants**)*

NAME OF CANDIDATE:

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. Application Form
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

DETAILS OF ROLE APPLIED FOR

Application for the position of:
Full Time: ☐ Part Time: ☐ Job Share: ☐
Please state where (or how) you first learned of this vacancy:

1. APPLICANT'S PERSONAL DETAILS

1.1

1.1.1 Title:

1.1.2 Surname: 1.1.3 First Name(s):

1.1.4 Known as (if applicable):

1.1.5 Any former name(s):

1.1.6 Religious Denomination/Faith:

1.1.7 Address:

1.1.8 If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

Address	Dates

1.1.9 Telephone numbers:

Home: Mobile: Work:

1.1.10 Email Address:

1.2 How do you prefer to be contacted?:

1.3 National Insurance No.:

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

2.1 Are you presently employed? Yes: ☐ No: ☐

If no, please proceed to the next section.

2.2 Name and address of Employer:

2.2.1 Post title:

2.2.2 Local Authority (if applicable):

2.2.3 Permanent: ☐ Temporary: ☐

2.2.4 Full time: ☐ Part time: ☐ Job share: ☐

2.2.5 Date of Appointment:

2.2.6 Notice Required/date Notice due to expire:

2.2.7 Reason for leaving (if applicable):

2.2.8 Gross annual salary:

2.2.9 Description of key duties/responsibilities:

3. APPLICANT'S EMPLOYMENT HISTORY AND WORK EXPERIENCE

3.1 Please complete in chronological order, **starting with the most recent**:

Employer's Name, Address and nature of business	**Full or Part Time**	**Job Title and brief description of duties and responsibilities**	**Dates employed Month/ Year**	**Reason for Leaving**
			From - To	
			-	
			-	
			-	
			-	
			-	
			-	

3.2 If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	**Activity**
-	
-	
-	
-	
-	

3.3 Please confirm whether you have ever been ordained and/or been a member of a religious community.

Yes: ☐ No: ☐

If yes, please provide details:-

4. POST-11 EDUCATION AND TRAINING

Please complete in chronological order, **starting with the most recent**

Full name and address of establishment	Full time or part time	Qualifications, date Award made and Awarding Body	Dates Attended Month/ Year From - To
			-
			-
			-
			-
			-
			-
			-

5. INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

6. SUPPORTING STATEMENT

Please provide a written statement of **no more than 1,300** words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying.

7. REFERENCES

7.1 Schools of a Religious Character (in England only) are permitted, where recruiting for Support Staff posts, to give preference to applicants who are practising Catholics where it is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement"). Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference**.** You are advised to read the relevant section of the Notes to Applicants before completing this section.

Present School/Employer:

Name:

Address:

Designation (if applicable):

Telephone:

Email:

Other Professional:

Name:

Address:

Designation (if applicable):

Telephone:

Email:

Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional (if applicable)):

Name:

Address:

Designation (if applicable):

Telephone:

Email:

Notes:

(i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.

(ii) If any of your referees knew you by another name, please specify that name(s) here:

7.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employees of the Governing Body?

Yes: ☐ No: ☐

If yes, please complete the following:

Name of Governing Body / Employee	Relationship to you

8. DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

8.1 The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: ☐ No: ☐

If yes, please provide details:-

8.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): ☐

8.3 In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service ("DBS"): ☐

9. REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the separate document entitled "Rehabilitation of Offenders Act 1974 – Disclosure Form" together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "confidential". If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

10. DATA PROTECTION ACT 1998

By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

☐

11. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: ☐

12. DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:

Date:

Additional Pages

Name:

Position applied for:

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Name:

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