



NOTES TO APPLICANTS

These Notes accompany the Application Form, and the Recruitment Monitoring Form and Rehabilitation of Offenders Act 1974 – Disclosure Form, together referred to as the “supplementary forms”. Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted herein.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

TECHNICAL INSTRUCTIONS

1. Applicants may complete the Application Form and supplementary forms in three ways:-
 - 1.1. Completion and submission electronically
 - 1.2. Completion electronically, printing and submitting hardcopy via post, by fax or by scanning and emailing.
 - 1.3. Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.
2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.
3. **Where applicants run out of space to provide answers to any particular section of the Application Form, they must continue on the additional pages at the back of the Application Form clearly citing the section number (and sub-section number, where applicable) to which their answer refers.** They

should also complete their name and the post applied for at the top of each of the additional pages used.

GENERAL INFORMATION

4. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing Body is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment.
5. Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application which is required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service ("the DBS").
6. Before signing this form, applicants must ensure that every section has been completed. Failure to complete all relevant sections may result in an application being rejected.
7. All Application Forms, supplementary forms and any relevant documentary evidence should be sent to St Michael's Catholic Grammar School. Applicants should not return any Application Form and/or supplementary forms and/or any relevant documentary evidence to the CES. Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

8. Section 1 all Application Forms – Applicant's Personal Details

Please ensure that any former names are provided where appropriate, for example, a maiden name or change of name by deed.

Where you have obtained a qualified teacher status from a jurisdiction other than England or Wales please insert your membership number for the relevant teaching profession regulator and provide details of the specific regulator on the additional pages at the back of the Application Form.

If you have undergone a Disclosure & Barring Service check in your current/previous employment, please provide your DBS number and date of last check.

9. Details of Applicant's Present Employment

Section 2 all Application Forms

If the applicant is not currently employed they should tick the box that says "no" and proceed to Section 3.

10. Applicant's Employment History and Professional Experience

Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided at Section 2 (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of teaching practice to date (if applicable).

11. Other Employment/Work Experience

Applicants should provide details of all other employment and paid or unpaid experience after the age of 16 (e.g. employment unrelated to the teaching profession, voluntary work etc).

Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 16 to the present day. Section 4.2 should be used to account for any gaps, for example, for time spent raising a family or travelling etc. Failure to provide a full account may lead to an application being rejected.

Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is 'yes', the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.

12. Post-11 Education and Training

Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they will be required to produce evidence of qualifications attained.

Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and Certificate in Religious Education.

Teacher post Application Forms only - require the Applicant to state which subjects they are qualified to teach, other subjects for which they may have experience to teach, and give details of any other specialisms and special areas of teaching interest.

The CES recognises that NPQH is no longer a mandatory requirement in England but applicants should still provide details of NPQH where requested in the Application Form as a potentially desirable qualification.

13. Supporting Statement

Applicants should ensure that their supporting statement is clear and concise. It is preferable, although not compulsory, that the supporting statement is word-processed.

14. References

All applicants are required to provide details of at least two, and up to three, referees.

Applicants are advised that schools/colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics.

Schools of a Religious Character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics.

Summary: All practising Catholic applicants, must provide referee details for their Parish Priest so that the school may give priority in accordance with the remit of the law (where applicable). Those applicants applying for Senior Leadership posts referenced in the Memorandum must provide such details.

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of St Michael's Catholic Grammar School where the post is situated may be considered a disciplinary offence warranting summary dismissal.

15. Immigration, Asylum and Nationality Act 2006

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 ("the 2006 Act") (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed over will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office's website.

The most common proof of entitlement documents are:

- (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- (b) A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- (c) A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- (d) A Permanent Residence Card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- (e) A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (f) A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (g) A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or previous employer.

The above list is non-exhaustive.

16. Declaration

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

SUPPLEMENTARY FORMS

17. Recruitment Monitoring Form

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

Where applicants wish to complete the Recruitment Monitoring Form they should return it *with* their completed application but in a *separate* sealed envelope clearly marked "Confidential – F.A.O: Recruitment Monitor".

18. Rehabilitation of Offenders Act 1974 – Disclosure Form

We require all applicants that fall outside of the exemptions contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) to provide details of their criminal record at an early stage in the application process by completing the Rehabilitation of Offenders Act 1974 – Disclosure Form. The Disclosure Form should be sent *with* their completed application but in a *separate* sealed envelope clearly marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form".

The Disclosure Form will only be seen by those persons within the school and/or Governing Body who are required to see it as part of the recruitment process.