Reference no (College to allocate)

Human Resources
Notre Dame Catholic Sixth Form College
St Mark's Avenue
Leeds
LS2 9BL
Telephone: 0113 2946644 Facsimile: 0113 2946006
Web: http:www.notredamecoll.ac.uk

APPLICATION FORM

Thank you for your interest in employment at Notre Dame College.

Please read the Guidance Notes carefully,
and study the relevant Post Description, Person Specification and other information.

Then complete this application form in **typescript or block capitals**,
also ticking each box where appropriate.

Do not attach/enclose your own CV or letter with this application form as it will not be considered by the shortlisting panel. All information should be included on this form.

Post applied for:	

Title Mr, Mrs, Miss, etc.	
Surname/Family name	
Previous Surname/Family name	
First names	

Section A – Personal Details

Address			
Postcode			
Telephone number - Home			
Telephone number - Work		Mobile	
Email address*			

*Only complete email address if you are willing to be contacted using this method as we may use email to notify you of interview arrangements

Current salary *(if applicable*)		Current Grade	
All applicants: National insurance number	_____	**Teaching Positions only:** DFES Ref number *(if applicable)*	_____
		GTC Ref number *(if applicable)*	_____
		IFL Ref number (*if applicable)*	_____

Referees

Please give the names and addresses of two people, at least one of whom should be your present/most recent employer (if any), who can be consulted regarding your suitability for the post. If you are currently working in education this must be your Principal or Head Teacher. If you are not currently working in education this should be the most senior person at your place of work e.g. Managing Director/Chief Executive. If your referees know you by another name, please specify.

Title/Name		Title/Name	
Address		Address	
Postcode		Postcode	
Telephone No.		Telephone No.	
Email		Email	
Occupation		Occupation	
May we contact this referee prior to the interview? Yes ☐ No ☐		May we contact this referee prior to the interview? Yes ☐ No ☐	

Are you related to or do you have a close personal relationship with a member or employee of the College Corporation?	Yes ☐ No ☐
If Yes, please state to whom and how you are related	
If appointed when could you start work?	

Section B – Work History

Please tell us about your work history, starting with your present or most recent job, including any part-time, casual or voluntary work of a regular nature. Please ensure there is a continuous record including any periods of unemployment.

Current or most recent post

Employer	Position held / Experience gained	Full-time or Part-time	From Month Year	To Month Year	Reason for leaving

Previous posts (in sequence, starting with the next most recent)

Employer	Position held / Experience gained	Full-time or Part-time	**From** Month & Year	**To** Month & Year	Reason for leaving

Section C – Qualifications

The qualifications we are looking for are outlined in the Person Specification. In the sections below you should show how you meet these requirements. List below examination results and professional qualifications including training acquired.

C1 Education and Training

Education From *(year)*	To *(year)*	Full-time or Part-time	Qualifications Awarded	Institution

C2 Details of in-house training courses (attended in the last two years), research experience, publications, examinerships and memberships of professional bodies.

Section D – Skills, Knowledge and Experience

The Person Specification lists a number of key areas essential/desirable to the post. Please demonstrate how you meet these requirements.

Section E – Teaching Information (if applicable)

Please provide details of all examined classes taught in the last two years:

Subject	Level	Board	Number of starts	Number completing	% Pass	High grade %

Section F – About Yourself

Is there anything else you want to say about yourself in support of your application? Please include any specific skills, aptitudes or personal qualities you have which you feel are important to this post.

Please upload your completed application form via to the TES Portal

Now please complete Sections G and H and email these two sections to

jobs@notredamecoll.ac.uk

In the interests of economy we ask you to accept that if you have not heard from us within four weeks after the closing date for the post, you will not have been invited for an interview. If you wish receipt of your application to be acknowledged, please forward a stamped addressed envelope.

Section G – Disclosure and Barring Service

This section will be separated from your application on receipt, kept securely during the recruitment process and destroyed thereafter. It will not be seen by the staff responsible for shortlisting.

As Notre Dame meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced disclosure and barring service check before the appointment is confirmed.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

Please list details of all criminal convictions or offences below. Please note: Under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to give details of any convictions, including those which for other provisions are 'spent' under the provisions of the Act. Failure to do so may lead to the offer of appointment being withdrawn or disciplinary action being taken, including summary dismissal. New appointments are subject to satisfactory results from an enhanced check conducted by the Disclosure and Barring Service.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Date of conviction	Nature of summons / charge / caution / allegation	Court	Sentence or order

If none, please enter the word "none" here:	

Declaration

Signature of this Application Form indicates that applicants have read the Post Description and any other information issued to them relating to the vacancy and can comply with its requirements. In addition it indicates that all information given by the applicant is accurate. All offers of employment are made subject to satisfactory references and an enhanced DBS check. It is a condition of employment that all employees respect the Roman Catholic ethos and religious teachings and practices of the College.

Signed		Date	
Name			

Now please complete the next page, Section H – Equal Opportunities Monitoring.

Section H – Equal Opportunities Monitoring

Notre Dame College is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post. In order to monitor the effectiveness of our "Equality of Opportunity Policy", we request all applicants to complete this section of the form. This section will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing.

Post applied for		Reference no (College to allocate)			
Surname		First names			
Gender		Age		Date of birth	

Ethnicity. This classification is based on that used by the Commission for Racial Equality.
Please tick (√) the box that you feel best reflects your ethnic origin.

Asian or Asian British	**Please tick As appropriate**	**Black or Black British**	**Please tick As appropriate**
Bangladeshi AB		African BF	
Indian AI		Black Caribbean BC	
Pakistani AP		Black Other BO (please specify)	
Other AO (please specify)		**White**	**Please tick As appropriate**
Mixed	**Please tick As appropriate**	British WB	
White and Asian MA		Irish WI	
White and Black African MF		Other WO (specify)	
White and Black Caribbean MC		**Chinese or Other Ethnic Groups**	**Please tick As appropriate**
Other MO (please specify)		Chinese CC	
		Other CO (please specify)	

Disability: Notre Dame is committed to a positive approach towards employing people with a disability and will seek to make reasonable adjustments to its working arrangements wherever possible to accommodate the needs of a disabled job applicant or employee.

Notre Dame has been awarded the 'positive about disabled people' two ticks award symbol. We will interview all people with a disability that meet the minimum essential criteria for the position.

Disability is defined as " A physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities"

Do you consider that you have a disability ?	Yes ☐ No ☐
If YES, please specify the nature of the disability.	

If you are invited to interview will you require any special arrangements to be made? If so, please give details:

Do you need a work permit to work in the United Kingdom ? Yes ☐ No ☐

If you answer Yes, please supply details on a separate sheet of paper.

Recruitment Source. Where did you see or hear of this vacancy?

Internal Advertisement ☐	Internet ☐ **– please specify website**	
Press Advertisement ☐	**Please specify Newspaper / Publication**	

I give my consent to Notre Dame College recording and processing information about me in the above categories in order to monitor the effectiveness of its "Equality of Opportunity Policy". My consent is conditional upon Notre Dame College complying with its obligations and duties under the Data Protection Act 1998.

Signed		Date	