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|  | **CONFIDENTIAL –** Support Staff Application Form  ***Kindly note St Edmund’s can only accept fully completed applications*** |

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| Position Applied for |  |
| Available to take up employment (date) |  |
| Details of where advert seen |  |

**Personal**

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| --- | --- | --- | --- | --- |
| Title: Dr/Mr/Mrs/Miss/Ms | |  | | |
| First Name |  | Surname |  | |
| Preferred Name |  | Former Name |  | |
| Address |  | | | |
| Postcode |  | Country | |  |
| Home Telephone |  | Mobile Telephone | |  |
| Email Address |  | | | |
| UK National Insurance No |  | | | |
| Do you have a current Driving Licence? | Provisional  Full  HGV  No | | | |
| Are you currently eligible for employment in the UK | | | | |
| Yes  No Please provide full details: | | | | |
| Have you read and understood the College’s Child Protection Policy? | | | | |
| ☐Yes ☐ No | | | | |

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| The following section must be completed. If answering ‘Yes’ to any of the below please provide details on a separate sheet and send this in a sealed enveloped marked “Confidential FAO HR Director” with your application form. |  |
| Are you, or have you ever been, the subject of a *sanction*, restriction or prohibition issued by the *National College for Teaching and Leadership*, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country? | Yes  No |
| Are you, or have you ever been, the subject of any *proceedings* before a *professional conduct panel* in the UK or an equivalent body in any other country? | Yes  No |
| Are you, or have you ever been, the subject of a *direction under section 128 of the Education and Skills Act 2008* which prohibits, disqualifies or restrict you from being involved in the *management* of an independent school? | Yes  No |
| Are you, or have you ever been, the subject of a *referral* to, or proceedings before, the *Department for Education* or other appropriate authority where *consideration was given* to imposing a direction under section 128 of the Education and Skills Act 2008? | Yes  No |
| Are you, or have you ever been, the subject of a *direction under section 142 of the Education Act 2002* which prohibits, disqualifies or restricts you from *providing education* at a school, taking part in the *management* of an independent school *or* *working in a position* which involves regular contact with children? | Yes  No |

**Education & Professional Qualifications (Please start with the most recent)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Include in this section all the relevant qualifications. Please also indicate subjects currently being studied. | | | | | | | |
| Name of school/college/university | Dates of attendance | Examinations | | | | | |
| Qualification (including subject/s) | | Result | Date | Other information | |
|  | **From:**  **Dd / mm / yyyy** |  | |  |  | |  |
|  |
| **To:**  **Dd / mm / yyyy** |
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|  | **From:**  **Dd / mm / yyyy** |  |  |  | | |  |
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|  | **From:**  **Dd / mm / yyyy** |  |  |  | | |  |
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| **To:**  **Dd / mm / yyyy** |

**Other vocational qualifications, skills or training**

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| Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
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**Current Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Address |  | | |
| Job Title |  | | |
| Start Date |  | End Date (if applicable) |  |
| Notice Period |  | Current salary |  |
| Brief description of your role, duties and responsibilities | | | |
|  | | | |
| Reason for seeking other employment | | | |
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**Previous Employment and/or activities since leaving secondary education**

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| Include here details of your previous employment, starting with the most recent. Please note that we may contact any of your previous employers for confirmation of the information provided. Please explain any gaps in employment in the ‘Supporting Information’ section below. Please add additional employers/information on a separate sheet. |

**Previous Employer 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Position Held |  | | |
| Address |  | | |
| Start Date |  | End Date |  |
| Brief description of your role, duties and responsibilities and salary upon leaving. | | | |
|  | | | |
| Reason for Leaving | | | |
|  | | | |

**Previous Employer 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Position Held |  | | |
| Address |  | | |
| Start Date |  | End Date |  |
| Brief description of your role, duties and responsibilities and salary upon leaving. | | | |
|  | | | |
| Reason for Leaving | | | |
|  | | | |

**Previous Employer 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Position Held |  | | |
| Address |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving | | | |
|  | | | |

**Previous Employer 4**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name |  | | |
| Position Held |  | | |
| Address |  | | |
| Start Date |  | End Date |  |
| Reason for Leaving | | | |
|  | | | |

**Gaps in employment history**

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| --- | --- | --- |
| Please add any additional employers/information here, or on a separate sheet if required. If there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates. | | |
| From (Date) | To (Date) | Explanation |
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**Suitability**

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| Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
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**Interests**

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| Please give details of any interests, hobbies or skills. Please also give details of membership of professional organisations or public duties or offices held. |
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**References**

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| --- | --- |
| Give details of two referees we may approach for a reference who can comment on your suitability for this post. One referee must be your present or most recent employer. If you have ever worked with children, the other referee must be the last previous place of employment where you had contact with children. Neither referee should be a relative or someone known to you solely as a friend. We reserve the right to take up references from any previous employer. We will directly verify all written references. By providing the information below you authorise the College to proceed on this basis. | |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Organisation: | Organisation: |
| Address: | Address: |
| Occupation: | Occupation: |
| Telephone Number:  Email address:  May we contact prior to interview?  ☐Yes ☐ No | Telephone Number:  Email address:  May we contact prior to interview?  ☐Yes ☐ No |

**Relationships**

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| Please disclose any relationships to members of the Governing Body, staff or students of the College |
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| Recruitment |
| It is the College’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  The College’s Policy on recruitment is available on our website.  Candidates are reminded that this is an application for a post in a Roman Catholic College where Governors are the employers.  The successful candidate will be required to produce original certificates of degrees and professional qualifications.  If your application is successful, the College will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful your application will normally be confidentially destroyed after six months. |

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| Data protection |
| You agree that the College is permitted to process and hold personal information about you (including personal sensitive information) as part of its personnel and other records and may use such information in the course of its business and for the protection of children. You agree that the College may disclose such information to third parties if such disclosure is, in the College’s view, required for the proper conduct of its business and for the protection of children. This clause applies to information held, used or disclosed in any medium. |

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| Criminal record declaration |
| Any offer of employment is conditional upon the College receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the College considers to be satisfactory. The College applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect of all positions at the College which amount to regulated activity. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and / or code of practice published by the DBS.  The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent" under the Act) must be declared, subject to the DBS filtering rules. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the College’s Recruitment of Ex-Offenders Policy (a copy of which is available on the College website, as part of the College’s Safer Recruitment Policy). The Disclosure and Barring Service’s Code of Practice is available on request. Please sign below if you agree that the appropriate enquiry might be made. |

**Signature: Date:**

*(confirming the above and the below)*

* **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
* **I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body.**
* **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**

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| Please return your completed Application Form and supporting forms to: | | |
| hr@stedmundscollege.org  *(our preference)* | **or** | Natalie Sparks  HR Department St Edmund’s College and Prep  Old Hall Green  Nr Ware  Hertfordshire  SG11 1DS |