

Headmaster: **Mr Gareth P Lloyd**  
BA (Hons), PGCE Cantab, Msc, FMusTCL

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# ST JOHN'S COLLEGE, CARDIFF

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## RECRUITMENT PACK

12/1/2018



"Dear Candidate,

Thank you for your interest in employment with us at St John's College, Cardiff.

Since its inception in 1987, St John's College has grown to become a leading independent School in Wales and its Catholic ethos aims to be truly universal and embrace all faiths and none into its welcoming, inclusive community. There is a genuinely warm welcome to everyone at St John's, regardless of background, and we take enormous pride in the strong sense of family and community spirit kindled by our dedicated teachers and support staff. Our core philosophy - 'work hard, play hard and look after one another' - is at the very heart of our teaching and learning programmes.

We work immensely hard to ensure we achieve outstanding academic results and exhibit exemplary pastoral care; therefore, we make every effort to ensure that our recruitment process supports us in finding the right candidate who can join us in upholding these standards. Likewise, are committed to Safeguarding and Promoting the Welfare of all children; candidates should be aware that all posts in our School involve some degree of responsibility for safeguarding children and young people.

St John's College pays full regard to the Welsh Assembly statutory guidance 'Keeping Learners Safe in Education', document 158/2015; anyone who works in our School is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors). Therefore, all candidates will be subject to appropriate checks in line with current legislation and best practice.

In order to progress with an application, the next stage of the process requires you to complete the attached form. Please read the accompanying notes concerning mandatory information required for compliance and safeguarding purposes when completing your application form. All information provided by you will be treated in the strictest confidence, but will be subject to verification if your application proceeds beyond this stage.

Once your application has been reviewed and found to be acceptable, we shall take the next steps, which will include inviting you to attend an interview and to take a guided tour of our School. Ahead of that interview we shall seek references and may also approach previous employers for information to verify particular experience or qualifications that may have been outlined in your application form. Any relevant issues arising from these references will be taken up at interview.

In addition to a candidate's ability to perform the duties of the post, the interview process will also explore issues relating to safeguarding and promoting the welfare of children.

Owing to our safeguarding and child protection obligations, only completed applications can be progressed.

We look forward to welcoming new members to the team, and wish you success in the application process

**Yours sincerely,**

**Gareth Lloyd,**

**HEADMASTER.**

# CANDIDATE APPLICATION FORM

## Confidential

The information that you provide in this form will be kept securely in the HR Department in accordance with the current Data Protection Act 1998, and the forthcoming General Data Protection Regulations. Please see the Privacy Statement at the end of this application for further information regarding Data Protection.

Please complete each section and submit your application to Nikki Thomas – HR Manager.

Contact Details: [nthomas@stjohnscollegecardiff.com](mailto:nthomas@stjohnscollegecardiff.com) OR, in an envelope marked **Private & Confidential**, sent to: Nikki Thomas – HR Manager, St John's College, William Nicholls Drive, Old St Mellons, Cardiff, CF3 5YX

**“St John's College, Cardiff is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”**

VACANCY DETAILS	
Position Applied for:	
Where did you learn about this vacancy?	

Section 1		PERSONAL INFORMATION	
Title:	Mr/ Mrs/ Miss / Ms/ Other:		
Surname:		*First Name(s):	
Address:			
Postcode:			
Contact Telephone No (Home)		Mobile:	
Email Address			
Do you need a work permit to be employed in the UK? (please tick)	Yes	<input type="checkbox"/>	N.B. If you are not a British Passport holder or European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.
	No	<input type="checkbox"/>	

<b>Work Permit Expiration Date.</b>		If you already have a work permit, when does it expire?	
<b>Teachers Reference Number (where applicable)</b>			
<b>NI Number: (required for EWC check)</b>		<b>DOB: (required for EWC check &amp; verification of identity)</b>	

<b>Section 2. EDUCATION HISTORY</b>				
<i>PLEASE NOTE: All offers of employment are conditional upon submission of proof of qualification. Please give details of full and part-time education from secondary education onwards:</i>				
Name and Location of School/College/University	Dates		Examinations Taken inc. subject	Result/Grade
	From	To		
Secondary Education				
Sixth Form/ College				
University Education				

**Please use continuation space at the end of this document if necessary**

<b>Section 2. EDUCATION CONTINUED</b>			
<i>Other relevant Educational or Training Courses</i>			
From (years)	To	Name of Establishment	Qualification and/or Grades Achieved

**Please use continuation space at the end of this document if necessary**

<b>Section 2. MEMBERSHIP OF PROFESSIONAL BODIES</b>				
Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

<b>Section 3. IT SKILLS</b>	
<i>Training will be provided where required. Information given here will help us to plan training schemes.</i>	
Microsoft Office (inc. Powerpoint & Excel)	None/Basic/Competent/Highly Skilled
Google Mail & Calendar	None/Basic/Competent/Highly Skilled
Google Classroom & Team Drives	None/Basic/Competent/Highly Skilled
Isams (Web Based Management Information System for Schools)	None/Basic/Competent/Highly Skilled

<b>Section 4. DRIVING</b>	
<i>(NB: if the post you have applied for does not require the post holder to hold a licence, this section of the application form will be disregarded for the purposes of shortlisting)</i>	
Do you have a full and current driving licence?	Yes/ No
Please advise of any additional driving skills you hold such as mini bus driving qualification.	

**Section 5. EMPLOYMENT HISTORY:** Applicants are required to give full details of ALL periods of employment or unemployment for the last 5 years or since the age of 16, whichever is the shorter period. Starting with your present/last occupation please give details in the column provided in date order. Please include any period of unemployment or self-employment and your activities during these times e.g. raising a family, unemployment, training etc.

From	To	Name and Address & Tel No. of Employer	Position Held
Current Salary:		Current Pay Scale (if applicable):	
Description of Duties:			

**EMPLOYMENT HISTORY (continued)**

From	To	Name and Address & Tel No. of Employer	Position Held
Description of Duties:			

**EMPLOYMENT HISTORY (continued)**

From	To	Name and Address & Tel No. of Employer	Position Held
Description of Duties:			

**Please use continuation space at the end of this document if necessary**

**Section 6. SKILLS AND EXPERIENCE**

*Please give examples of your achievements, skills and experience, which match those sought in the job description/person specification. Please use no more than 2 sides of A4.*

A large empty rectangular box with a black border, occupying most of the page, intended for a drawing or diagram.

Section 7. PROFESSIONAL REFERENCES			
<p><b>Please Note: All offers of employment will be subject to satisfactory references. References will be contacted prior to interview unless you have expressly stated that we do not have permission to do so.</b></p> <p>Please give the names and addresses of your two most recent employers (if applicable) or school/college who can comment on your work performance. One reference must be from your most recent employer and another must be from a previous job within the last 5 years.</p> <p>Please note your referee should ideally be a previous line manager or someone in a position of authority within a DBS controlled establishment.</p>			
Name		Name	
Occupation		Occupation	
Relationship to you		Relationship to you	
Address		Address	
E-mail		Email:	
Contact Tel		Contact Tel	
Permission to contact prior to interview?	Y / N	Permission to contact prior to interview?	Y / N

CHARACTER REFERENCE	
<p>Please give the name and address of a PERSONAL referee who will be able to confirm your suitability to work with children. Your referee should not be a member of your family, previous employers or tutors.</p>	
Name	
Occupation	
Relationship to you	
Address	
E-mail	
Contact Tel	

<b>Section 8. CRIMINAL CONVICTIONS (Rehabilitation of Offenders Act 1974)</b>				
<i>All posts at St John's College that involve access to children are subject to DBS clearance. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. Failure to disclose such convictions will result in your offer of employment being withdrawn</i>				
Do you have any convictions/cautions/reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	Yes		No	
Do you have any prosecutions pending or any ongoing police enquiries?	Yes		No	
If yes please give nature of offence, date of convictions or the details of police enquiries.				

<b>Section 9. EDUCATION COUNCIL AND/OR OTHER PROFESSIONAL BODY DECLARATION</b>
<i>Have you been referred to the ECW, or any other professional body on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order? Please give details</i>

<b>Section 10 DECLARATIONS</b>	
Do you know anyone who currently works at St John's College, Cardiff?	Y/ N
If so, please state who you know and your relationship. (NB: Relationship refers to any relationship, however remote.)	
<p>I certify that, to the best of my knowledge and belief, all particulars included in this form are correct. I understand and accept that providing false information will result in the withdrawal of any offer of employment, or dismissal if I am in post; in some circumstances a referral may be made to the police. I understand and accept that checks will be carried out to verify the contents of my application form. I confirm that I have not sought the support of or canvassed directly or indirectly with any member of staff at St John's College, nor will I do so.</p> <p>IT IS A <u>CRIMINAL OFFENCE</u> TO APPLY FOR A POST WORKING WITH CHILDREN IF YOU ARE BANNED UNDER THE PROTECTION OF CHILDREN ACT.</p> <p>Candidates applying via email will be required to sign and date this form if invited to attend interview.</p>	
Signed:	
Print name:	Date:

### **Privacy Statement**

*The candidate application form will be processed by our internal HR department. The information collected will be processed, stored and treated as confidential personal information in respect of the current Data Protection Act, 1998 (DPA) and forthcoming General Data Protection Regulations (GDPR.) The information will only be used for the stated purposes of arriving at a selection decision with regard to safer recruitment practice and, where applicable, the formation of a contract of employment. Data captured in this form will not be shared with any third party without prior consent.*

*If a job application is successful, this form will be stored securely in an individual's permanent employment record within the HR Department. If a prospective employee does not start employment, the application will be kept for no longer than necessary and then destroyed. This is usually for a period of up to six months to allow for the consideration and resolution of any disputes or complaints.*

*The school will comply with the rights of a candidate as outlined in the current DPA and forthcoming GDPR. These can be found at the following website: [www.ico.org.uk](http://www.ico.org.uk)*

*Any requests/ objections or complaints concerning data should be made in writing to the school's Data Protection Officer – Miss Nikki Thomas (HR Manager):- [nthomas@stjohnscollegcardiff.com](mailto:nthomas@stjohnscollegcardiff.com)*

**CONTINUATION SHEET**

Please clearly indicate which section you are answering