**ST MARY’S CATHOLIC HIGH SCHOOL**

**a Catholic Voluntary Academy**

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Website address: [www.st-maryshigh.derbyshire.sch.uk](http://www.st-maryshigh.derbyshire.sch.uk)

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**Support Staff Application Form**

CONFIDENTIAL

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| The post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. |

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| **Please complete ALL sections. *Sections 1 -6 of the application form will be used to shortlist candidates for interview.*** | | | | | | |
| POST APPLIED FOR: | |  | | CLOSING DATE: |  | |
| Where did you learn of this vacancy? | |  | | | | |
| 1. **PERSONAL DETAILS (please complete in block letters)** | | | | | | |
| Title by which you wish to be referred: (Mr/Mrs/Miss/Ms/Other) |  | | | Last Name: |  | |
| First name(s) |  | | | | | |
| Address for Correspondence: |  | | | Postcode: |  | |
| Home telephone no: |  | | | Mobile telephone no: |  | |
| Email address: |  | | | | | |
| **2. PRESENT OR LAST EMPLOYER** | | | | | | |
| Name and address of employer: |  | | Name and address of establishment where employed (if different) | | |  |
| Postcode: |  | | Postcode: | | |  |
| Nature of business: |  | | Hours worked per week: | | |  |
| Job title: |  | | | | | |
| Present annual salary or weekly income (gross): |  | | Other benefits (if applicable): | | |  |
| Date appointed: |  | | Notice required or leaving date if already left | | |  |
| Reason for leaving: |  | | | | | |
| Brief description of duties: |  | | | | | |

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| **3. PREVIOUS EMPLOYMENT** | | | | | | | | | | |
| Start with the most recent first.  Include work/voluntary experience and also indicate any periods of unemployment/not in employment, with details (using the job title and dates section). Do not leave any unexplained gaps in your employment history. (Please continue on separate sheet if necessary). | | | | | | | | | | |
| Employer name & address | Job title | | Salary/  income | | Full or part-time (if part-time, give hours) | | Dates (month/year) | | Reason for leaving | |
|  |  | |  | |  | | From | To |  | |
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| **4. EDUCATION, TRAINING & QUALIFICATIONS**  *(Please continue on separate sheet if necessary). Please start with the most recent.* | | | | | | | | | | |
| Secondary School/College/University | | Dates | | | | Qualifications gained (state level) | | | Grade/class of degree | Date |
|  | | From | | To | |  | | |  |  |
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| **OTHER RELEVANT TRAINING COURSES ATTENDED (Please continue on separate sheet if necessary)** | | | | | | | | | | |
| Organising Body | | | Course title | | | | Length of course | | | |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
| Name of body | | Type of membership | | Date obtained | |
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| **5. EXPERIENCE AND FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | |
| Please give details of any relevant experience, skills or knowledge to support your application. Be concise but make sure that you cover ALL the essential points of the person/employee specification. You may also include a CV with this section.  **NOTE; Your response to this section is extremely important and will be the basis of the short-listing panel's decision to invite you for interview.** | | | | | |
| Please continue on a separate sheet if necessary | | | | | |
| **6. REFEREES** | | | | | |
| Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.  St Mary’s Catholic High School Academy Trust reserves the right to approach any previous employer or manager. Where references are received prior to interview, an opportunity will be given to discuss the content of references with the interviewing panel. | | | | | |
| Name (Referee 1): |  | | Name (Referee 2): | |  |
| Title | Mr/Mrs/Miss/Ms/other | | Title | | Mr/Mrs/Miss/Ms/other |
| Role: |  | | Role: | |  |
| Organisation (if appropriate): |  | | Organisation (if appropriate): | |  |
| Address: |  | | Address: | |  |
| Postcode: |  | | Postcode: | |  |
| Telephone No: |  | | Telephone No: | |  |
| Email address: |  | | Email address: | |  |
| How long known? |  | | How long known? | |  |
| If your referee knew you by another name then please state that name here: | | |  | | |
| Do you give consent to us contacting your present employer prior to interview? | | | YES  NO | | |
| **7. PROTECTION OF CHILDREN** | | | | | |
| St Mary’s Catholic high School Academy Trust is required to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.  You must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.  Please answer the following questions. | | | | | |
| Have you ever been convicted of a criminal offence? | | | YES  NO | | |
| Have you ever been cautioned for a criminal charge? | | | YES  NO | | |
| Are you at present the subject of a criminal charge or investigation? | | | YES  NO | | |
| Is there any other relevant information that you wish to disclose? | | | YES  NO | | |
| Are you disqualified from childcare, either directly or by association? | | | YES  NO | | |
| If YES to any of the above questions, please give brief details including dates. | | | | | |
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| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. Successful candidates will also be required to complete a declaration in respect of the disqualification from childcare requirements. | | | | | |
| **8. GENERAL** | | | | | |
| Are you interested in job sharing? | | | YES  NO | | |
| Please give details of any dates within the next 4 weeks when you will not be available for interview. We cannot guarantee being able to offer you an alternative date. | | |  | | |
| Do you hold a current full driving licence? | | | YES  NO | | |
| Do you have regular use of a vehicle? | | | YES  NO | | |
| You are required to declare below any relationship with or to an employee/Governor of St Mary’s Catholic High School Academy Trust.  Please state name and position: | | | | | |
| Have you ever been the subject of formal disciplinary proceedings? If yes, please give details including dates below. | | | YES  NO | | |
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| This information is required, including that related to warnings regarded as "spent" in order to ensure safe recruitment and meet our obligations to safeguard children. However, you should be aware that any disciplinary history declared will not automatically prevent or inhibit appointment and will depend on the dates and circumstances related to the disciplinary action, outcomes and the type of post being applied for. Note that you are also required to include information if you were subject to a disciplinary process but resigned before it was completed. | | | | | |

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| **9. EQUALITY & REASONABLE ADJUSTMENTS** | |
| The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.  We will consider reasonable adjustments to enable disabled applicants to have equal access to employment opportunities. We are committed to the development of positive practices to promote equality in employment.  If you would like to declare your disability, please tick the appropriate box below. | |
| Do you consider yourself to be disabled? | YES  NO |
| Is there any information that we need in order to offer you a fair selection interview/process? | |
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| **10. HEALTH/MEDICAL DETAILS** | |
| Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination | |
| **11. DATA PROTECTION ACT** | |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside of St Mary’s Catholic High School Academy Trust without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. | |
| **12. 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 Immigration, Asylum and Nationality Act 2006. By ticking 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: | |
| **13. DECLARATION** | |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.  I confirm that I have a legal right to work in the UK and if this application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with St Mary’s Catholic High School Academy Trust. | |
| Signed | Date |
| Please return you completed form by email, post or by hand by the closing date to: Mrs R Gilding, St Mary’s Catholic High School, Newbold Road, Upper Newbold, Chesterfield, Derbyshire. S41 8AG or [rgilding@stmaryschesterfield.org.uk](mailto:rgilding@stmaryschesterfield.org.uk) | |