



FIDELIS COLLEGE APPLICATION FORM

Guidance Notes

This form should only be used to make applications for advertised vacancies or upon request, another form can be found on the [Vacancies page](#) of our website to express your interest in working with us. Fidelis College is an equal opportunities employer.

Please note: we **DO NOT** accept unaccompanied CVs. We will only consider a CV as supplementary to a fully completed application form.

1. When you have finished, attach the document to an email, and return it to hr@fidelis.org.uk
2. Alternatively you can print the completed document and send it by post to the following address:

*Fidelis College
147 Central Hill
London
SE19 1RT*

If you need to change your application after it has been submitted (for example, to change a referee's contact information) please contact the HR team **before** sending a second copy of your application form.

Note our email is not encrypted. However, Fidelis College ensures that only staff who have a business reason to look at your information or data can do so, they cannot look at your information or data for personal reasons or out of curiosity

Job Details	
Post applied for	

Personal Details	
Title (Mr, Mrs, Miss, etc.)	
Surname (family name)	
First name	
Middle name	
All previous surnames	
National Insurance number	
Date of Birth	

Address Details	
Address	
Postcode	
Home phone	code number
Work phone	code number
Mobile phone	number
Email address	
Preferred contact method	

Administrative Details	
Is anyone in your household or family a current employee of Fidelis College?	
If Yes, please give details:	
Would you need a work permit to take up this post?	
If you are currently employed, please state your salary:	
When is the earliest you would be available to start work?	

Please note that candidates will be required to confirm medical fitness for the post.

Current Employment or Occupation	
Job Title (or course details if currently a student)	
Name and Address of Employer (or educational establishment if currently a student)	
Date Started (Month/Year)	

Previous Employment or Occupation Record
Please give details of all employment history since finishing full time education starting with the most recent. You must give a brief explanation for any gaps in employment/study.

Employer	Position	Start Date	End Date
If there is a gap in employment, please state why:			
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Other Training

Please list any other training you have undertaken which is relevant to the post for which you are applying.

Name of course	Date

Formal Education, Qualifications and Membership of Professional Bodies

Please list any qualifications you have gained (eg GCSEs, A-levels, NVQs, professional qualifications). If you are shortlisted for an interview you will be required to produce original copies of certificates (or other documentary proof of qualifications) where these are specified as an essential requirement of the post.

Name of qualification	Subjects, grades or results expected	School/college attended	Date awarded

Relevant Skills and Experience

Please give details of any experience and skills which you feel are relevant to the post.

Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

Describe your duties in your present job if appropriate, and details of experience and skills gained in previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities, including hobbies and interests.

The information you give will be used in the shortlisting process.

Please use this text field to describe your relevant skills and experience:

References

Please give details of 2 referees who can confirm that you meet the selection criteria for the job. If you are (or have recently been) employed, one **must be** your current or last employer. This referee must have the required authority of their organisation to provide a reference. If you are (or have been) a student, one should be a senior staff member from your place of study.

Your referees **should not** be related to you in any way.

PLEASE DO NOT PROVIDE PERSONAL EMAILS WHERE POSSIBLE

Referees	Referee 1	Referee 2
Title		
First Name		
Surname		
Position & relationship to you		
Address		
Post code		
Telephone		
Email		
	May we contact this referee without further authority from you?	May we contact this referee without further authority from you?

Notes:

- If an applicant is shortlisted for an interview, any discrepancies or anomalies in the information provided or issues arising from references **will be** taken up at the interview.
- The applicant's previous employer will be asked the about the following:
 - Any incidents of a disciplinary nature and the outcome of any enquiry or disciplinary procedure.
 - Whether the applicant has been the subject of any safeguarding concerns, including allegations of inappropriate conduct with children or behaviour that relates in any way to the safety and welfare of children and young people.

Overseas

Please confirm whether you have lived or worked outside the UK for more than 3 months within the last 10 years.	Yes /No
If yes is answered, please provide more detail including dates:	

Data Protection Statement

The personal information you provide on this application form will be used by Fidelis College for employment purposes.

If the application is successful, the information will be retained for matters such as payroll, pensions administration, appraisal of performance, recording details of holiday entitlement, absences, etc

If your application is unsuccessful the information will be retained for 12 months and then the record will be destroyed.

Declaration

By submitting this application, you undertake that the information you have provided is true and accurate to the best of your knowledge.

This application form must be completed in full before it can be considered. Providing false information is an offence and could result in the application being rejected, summary dismissal if the applicant has been selected or possible referral to the Police, DfE or the DBS.

“The information I have given on this form is true and accurate to the best of my knowledge. I confirm that I have read the Data Protection Statement contained in this document.”

Signed		Date	
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