**St. Ignatius College**

Turkey Street, Enfield EN1 4NP

Tel: 01992 717835 Fax: 01992 652070

www.st-ignatius.enfield.sch.uk

Headteacher: **Mary O’Keeffe**

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**CONFIDENTIAL**

**APPLICATION FORM**

**For the Post of (please complete) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Return to** recruitment@st-ignatius.enfield.sch.uk

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title (Mr/Mrs/Ms etc.) |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| First name(s) |  |

|  |  |
| --- | --- |
| Former name (if applicable) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of birth |  |  | Religious Denomination / Faith |  |

Home address

|  |
| --- |
|  |

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period.

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home telephone |  | Mobile telephone |  |

|  |  |
| --- | --- |
| Email address |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have British citizenship |  | Y |  | N |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have the right to work in the UK |  | Y |  | N |  |

Work permit details and expiry date (if applicable)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| National Insurance Number |  |

|  |  |
| --- | --- |
| DfE Teacher Reference Number |  |

*Teaching staff only*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold Qualified Teacher Status (QTS) |  | Y |  | N |  |

*Teaching staff only*

|  |  |
| --- | --- |
| QTS Certificate Number |  |

*Teaching staff only*

|  |  |
| --- | --- |
| QTS Certificate Date |  |

 *Teaching staff only*

Are you subject to any conditions or prohibitions placed on you by the GTCE? If so, please provide details

|  |
| --- |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold a current UK Driving Licence |  | Y |  | N |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you hold a PSV License |  | Y |  | N |  |

Teachers’ Pension Scheme Details (if applicable)

|  |
| --- |
|  |

1. **REFERENCES**

Please provide the contact details for at least two referees (not from the same school/organisation/company) For applicants currently employed, one referee should be your current employer. If you are currently employed by a school then your referee **must** be the Headteacher. For Catholic applicants, one referee should be the Parish Priest of the Parish in which you usually worship.

*Please note:* ***all*** *contact details must be completed in full.*

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Organisation |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| Telephone |  |

|  |  |
| --- | --- |
| Email address |  |

 **I give my permission for my current employer to be contacted prior to interview**

 **Sign …………….……………….. Date …………………..**

 **I do not give my permission for my current employer to be contacted prior to interview**

 **Sign ………………………………. Date ………………….**

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Organisation |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| Telephone |  |

|  |  |
| --- | --- |
| Email address |  |

**I give my permission for the above referee to be contacted prior to interview**

 **Sign ……………….…………….. Date …………………..**

 **I do not give my permission for the above referee to be contacted prior to interview**

 **Sign ………………………………. Date ………………….**

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Organisation |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Position |  |

|  |  |
| --- | --- |
| Telephone |  |

|  |  |
| --- | --- |
| Email address |  |

**I give my permission for the above referee to be contacted prior to interview**

 **Sign …………………………….. Date …………………..**

 **I do not give my permission for the above referee to be contacted prior to interview**

 **Sign …………………..…………. Date ………………….**

1. **EMPLOYMENT HISTORY**

Please provide details of your relevant employment history in chronological order, starting with the most recent.

*It is important that any gaps in employment are explained fully at the end of this section.*

**Current employer (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Start date |  |

Reason for leaving

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary Scale |  | Additional allowances |  |

|  |  |
| --- | --- |
| Gross salary |  |

Key responsibilities

|  |
| --- |
|  |

**Previous employers**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date |  |

Reason for leaving

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date |  |

Reason for leaving

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date |  |

Reason for leaving

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date |  |

Reason for leaving

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Position |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Start date |  | End date |  |

Reason for leaving

|  |
| --- |
|  |

**Gaps in employment**

Please provide details of any gaps in you employment history (if applicable)

|  |
| --- |
|  |

1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS (SINCE GCSE, OR EQUIVALENT)**

Please provide details of you educational and professional qualifications in chronological order, starting with the most recent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School / Establishment | Start date | End date | Subject(s) and qualification level | Grade(s) achieved | Full-time / Part-time |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **PROFESSIONAL BODIES**

Please provide details of any membership of relevant professional bodies.

|  |  |  |
| --- | --- | --- |
| Professional body | Membership type | Start date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **REASONS FOR APPLICATION**

Please provide a written statement, no longer than 2 sides of A4, explaining why you are applying for this position and what attributes you believe you would bring. You may wish to pay particular attention to the national standards for the post for which you are applying.

Reason for application

|  |
| --- |
|  |

1. **CRIMINAL CONVICTIONS AND CHILD PROTECTION**

**Disclosure and Barring Service**

Offers of employment may be subject to a satisfactory DBS check. Please note that a previous conviction may not necessarily be a barrier to employment.

**Rehabilitation of Offenders Act 1974**

Anyone working with children or other vulnerable groups is exempt from the Rehabilitation of Offenders Act 1974 and must therefore declare all previous criminal convictions. Any and all previous convictions must be listed in the separate Declaration of Criminal Offenses form (attached). Please note that a previous conviction may not necessarily be a barrier to employment.

*I have read and understood the information in this section relating to Criminal Convictions and Child Protection. I understand that an offer of employment may be subject to a satisfactory DBS check. I understand that I must declare any and all previous criminal convictions in the Declaration of Criminal Offenses form. I confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Print name |  |

|  |  |
| --- | --- |
| Date |  |

1. **DATA PROTECTION**

##### *I hereby give my consent for the personal information, including recruitment monitoring data, provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Print name |  |

|  |  |
| --- | --- |
| Date |  |

1. **DECLARATION**

*I understand that St. Ignatius College is committed to safeguarding and promoting the welfare of children and young people. I understand that anyone applying to work at St. Ignatius College is expected to share this commitment.*

*I hereby confirm that all of the information supplied in this application is true and complete to the best of my knowledge. I understand that if it is discovered that I knowingly supplied false information my application may be rejected, or if I have already been hired I may be dismissed.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Print name |  |

|  |  |
| --- | --- |
| Date |  |

1. **RECRUITMENT MONITORING**

How did you find out about this post

|  |
| --- |
|  |

1. **EQUAL OPPORTUNITIES MONITORING**

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This monitoring form is voluntary but the information we collect here is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form has no part in the shortlisting process.

**Disabilities monitoring**

The Equalities Act 2010 defines a disability as a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on a person’s ability to do normal daily activities.

Do you consider that you have a disability as defined by the Equalities Act 2010? If so, please provide details

|  |
| --- |
|  |

**Ethnic origin**

How would you describe your ethnic origin

White

|  |  |  |  |
| --- | --- | --- | --- |
| British |  | English |  |
| Scottish |  | Irish |  |
| Welsh |  | Gypsy or Irish Traveller |  |

Other white (please specify)

|  |
| --- |
|  |

Asian or Asian British

|  |  |  |  |
| --- | --- | --- | --- |
| Bangladeshi |  | Indian |  |
| Pakistani |  |  |  |

Other Asian (please specify)

|  |
| --- |
|  |

Black or Black British

|  |  |  |  |
| --- | --- | --- | --- |
| African |  | Caribbean |  |

Other Black (please specify)

|  |
| --- |
|  |

Other ethnic group

Other (please specify)

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Prefer not to say |  |

**LONDON BOROUGH OF ENFIELD**

**DECLARATION OF UNSPENT AND RELEVANT**

**SPENT CRIMINAL OFFENCES**

**BEFORE COMPLETING THIS FORM**

**PLEASE READ THE FOLLOWING NOTES CAREFULLY**

It is the policy of this Council and the School to require successful applicants for certain posts to disclose certain information on previous criminal records they may hold. This does not mean that possession of a criminal record will automatically prevent you from working for the Council or the School, rather, as part of the recruitment process such information will only be considered in the light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post, the Council and the School comply with the Code of Practice recommended by the Disclosure and Barring Service.

Because of the nature of the work for which you are applying, this 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. Therefore you must give details on this form of relevant convictions, cautions, reprimands and warnings that you have and any court cases that you have pending.

The Council, or School, will use information provided by the Disclosure and Barring Service when assessing your suitability for such jobs. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council or the School. Any information you give us about convictions will be kept confidential and will only be considered in relation to the job for which you are applying.

**DECLARATION OF CRIMINAL OFFENCES**

Using the guidelines below please list **all your unspent, and relevant spent, convictions, cautions, reprimands and final warnings,** including any convictions in a Court of Law outside Great Britain. Do not forget to include any pending convictions and indicate that they are pending.

You must provide details of the following:

**Cautions** relating to an offence from a list (see below) agreed by Parliament

**Cautions** given less than 6 years ago (where you were over 18 years old at the time of the caution)

**Cautions** given less than 2 years ago (where you were under 18 years old at the time of the caution)

**Convictions** relating to an offence from a prescribed list (see below)

**Convictions** that resulted in a custodial sentence (regardless of whether served)

**Convictions** given less than 11 years ago (where you were over 18 years old at the time of the conviction)

**Convictions** given less than 5.5 years ago (where you were under 18 years old at the time of the conviction).

Irrespective of the above list, **if you have more than one conviction then ALL convictions must be declared.**

The list referred to above includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to withhold details of offences on this list. A list of offences which **must always** be declared has been derived from the legislation and can be accessed using the following link:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

If you have no unspent, and no relevant spent, convictions, cautions, reprimands or warnings please write ‘none’ and sign the form. If you have any queries about the completion of the form, please contact the telephone number given in the covering letter.

|  |  |  |
| --- | --- | --- |
| **Nature of Offence(s)** | **Name of Court and Date of Conviction(s) and/or Date of Caution(s), Reprimand(s) or Warning(s)** | **Sentence(s)** |
|  |  |  |

All information given will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, I may be disqualified from future engagement with the Council and/or the School and that any current engagement may be terminated with immediate effect.

Please complete this form and submit with your application form in a separate envelope marked ‘Confidential’.

Signed: ………………………………………………………………………………………………

Name (please print in CAPS): ………………………………………………………………………

Position applied for: …………………………………………………………….……………………

Date:..………………………………………………………………………………………………..