

# STAFF APPLICATION FORM

All information in this application will be treated as **private and confidential**



Please note that all staff must make a positive contribution to:

- the Catholic Ethos of the College.
- the College Equality and Diversity Policy.
- the pursuit of excellence and the highest standards of quality in all aspects of College life.
- their own professional development in accordance with the needs of the College.

**If you would like this document in larger print, Braille or on computer disk, or if you require any help completing this form, please telephone the HR Department on 01744 452204**

**PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND USE BLACK INK (When hand written only)**

If you prefer, you may complete the form electronically and e-mail the application to [hr@carmel.ac.uk](mailto:hr@carmel.ac.uk)

<b>POSITION APPLIED FOR:</b>	
<b>AS ADVERTISED IN:</b>	

<b>PERSONAL DETAILS:</b>	
Surname:	First Name(s):
Address for correspondence <b>including postcode:</b>	Home Tel. No:
	Mobile Tel. No:
	E-mail address:
Previous Surname (if applicable):	May we telephone you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>  Work tel. no extension:
N.I. No	Are you related to any Governors or members of staff? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details below.
DfES. No. (if applicable)	

<b>CURRENT OR MOST RECENT EMPLOYMENT (please complete all sections):</b>	
Position Held:	Name and address of present or most recent employer (including postcode):
Start Date:	
Reason for application (ie: career progression / travel):	
Length of notice required:	
Please give a brief description of your duties and responsibilities ( <b><i>continue on a separate A4 sheet if necessary</i></b> ):	

CURRENT OR MOST RECENT EMPLOYMENT continued:		
Current Salary (Full Time Salary):		Does this salary include threshold payments (PSP)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please confirm the date you received this payment:
Current Salary (if Part Time):		
Any additional allowances:		
Total Salary (inc allowances):		
Leaving date and reason for leaving (if applicable):		

PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)				
Date From/To	Name and Address	Position (and brief responsibilities)	Salary	Reason for Leaving

EMPLOYMENT RECORD	
Have you ever left any previous job for reasons of early retirement/voluntary redundancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes to any of the above questions, please give brief details and dates below (continue on a separate sheet if necessary).</b>	

ADDITIONAL INFORMATION	
Have you ever been included on the DfES List 99?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been disqualified from working with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been or are currently subject to sanctions imposed by a regulatory body e.g. The General Teaching Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b><u>IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE GIVE DETAILS IN A SEALED ENVELOPE MARKED STRICTLY PRIVATE &amp; CONFIDENTIAL FOR ATTENTION OF THE HR MANAGER</u></b>	

EDUCATIONAL QUALIFICATIONS				
Please give details of your education, listing secondary schools, colleges and universities attended. Please include membership of relevant professional institutions/bodies where applicable. Evidence of qualifications will be required. <b><u>Continue on separate sheet if necessary.</u></b>				
General Education		School, College or University	Examinations taken or to be taken (with dates)	Qualifications Obtained (inc grade)
From	To			

TEACHING OR OTHER PROFESSIONAL QUALIFICATIONS				
e.g. Degree, HNC / HND, Diploma, CIPD, IPDM, ICAEW, B.Ed, PGCE, Cert of Ed etc				
	Institution	Date Completed	Qualifications Obtained	Grade / Level
Teaching Qualification:				
Degree / Masters:				
Other Qualifications:				

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Teaching Qualification:				
Degree / Masters:				
Other Qualifications:				

<b>ADDITIONAL INFORMATION ABOUT YOUR TEACHING QUALIFICATIONS</b> Complete only if you are applying for a teaching position at the College.			
Are you registered with the IFL or the GTC for England?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which
Do you have Qualified Teacher status (QTS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you have qualified teacher status please confirm which of the following student groups it qualifies you to teach: (please tick one or more)			
Primary <input type="checkbox"/>	Secondary <input type="checkbox"/>	Post 16 <input type="checkbox"/>	Adult <input type="checkbox"/>

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[illegible]

CONTINUED PROFESSIONAL DEVELOPMENT	
Please give details of relevant courses attended or professional training received (with dates)	
Course(s)	Date(s)

[illegible]

COMPUTER LITERACY
Please provide brief details regarding your IT skills / IT packages you are familiar with

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**DETAILS TO SUPPORT APPLICATION**

Please say why you are applying for this job. Give details of any work or other experience and skills you have which may be relevant to your application, including voluntary work and interests. To help you complete this section, please refer to the job description/role specification.

## CHILD PROTECTION (SAFEGUARDING)

Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidates suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

## CRIMINAL OFFENCES

You are required to disclose any unspent convictions/cautions/bind-overs that you have received and any prosecutions that are pending against you.

Have you ever been convicted of an offence, received a formal caution or a bind-over set by a court, regardless of when they occurred (including those which would otherwise be considered as 'spent' under the Rehabilitation of Offenders Act 1974), or do you have any prosecutions pending against you?

Yes ☐ No ☐

If 'Yes', please provide details in a sealed envelope marked Private & Confidential for attention of the HR Manager

***NB: A written policy on the recruitment of ex-offenders is available to all Disclosure applicants upon request at the outset of the recruitment process.***

## ENTITLEMENT TO WORK IN THE UK

In order to comply with the Asylum and Immigration Act 1996 all prospective employees will be requested to provide evidence of their eligibility to work in the UK. You will be requested to produce an official document e.g. your birth certificate or passport, or a document showing your National Insurance Number, or a current work permit. Further guidance is available from [www.bia.homeoffice.gov.uk/workingintheuk/](http://www.bia.homeoffice.gov.uk/workingintheuk/)

Do you require a work permit to work in the UK? Yes ☐ No ☐ If yes, please give the permit expiry date:  
If yes, do you have a valid work permit? Yes ☐ No ☐

## EQUALITY AND DIVERSITY

Please complete the enclosed Equality & Diversity form. This information will be used only for monitoring purposes or to identify where reasonable adjustments might be made for interview, and will not form part of the selection process. All information will be treated as confidential.

## INFORMATION FOR CANDIDATES

Please read carefully the information for candidates outlined below and provided in the application pack. Ensure the application form is signed. Further information regarding the College can be found on our web-site at [www.carmel.ac.uk](http://www.carmel.ac.uk).

- Completed application forms can be sent to the following address:  
**The Human Resources Department, Carmel College,  
Prescot Road, St Helens, WA10 3AG**
- You can also fax your application to **01744 452266**, or e-mail it to [hr@carmel.ac.uk](mailto:hr@carmel.ac.uk) (e-mailed application forms can be signed at the time of interview).
- Curriculum Vitae will only be accepted IN ADDITION to an application form.
- We regret that due to the high volume of interest in posts at Carmel College, we are unable to contact all candidates direct. You will therefore receive no further communication unless selected for interview. If you have not been contacted within three weeks of the closing date, you should conclude that you have been unsuccessful.
- If you wish to make further enquiries regarding your application or the position please telephone the Human Resources department **01744 452204/05**.

## REFERENCES

Please provide details of two referees who can be contacted to supply a professional reference. **The first referee should be your present or most recent employer.** References **will not** be accepted from relatives or from people writing solely in the capacity of friends. If you are not currently working with children but have done so in the past, you should provide a referee from this post (please refer to application pack for further information).

	Referee 1	Referee 2
Salutation: (i.e. Mr, Mrs, Miss Ms, Dr, Reverend)		
Name:		
Position:		
Address:		
Postcode:		
E-mail:		
Tel:		
Work relationship: <b>(NOT a friend or relative)</b>		

**PLEASE NOTE:** You will appreciate that we have a duty to carefully check that written information about previous history from any applicant for employment is not contradictory or incomplete. Advance sight of references will enable us to use part of the interview to discuss any points from previous employment that may require clarification or further information. We will therefore assume that you are happy to seek all references unless you advise us to the contrary

**REFERENCES CAN BE TAKEN UP PRIOR TO INTERVIEW**

Yes ☐

No ☐

## DECLARATION

I certify that to the best of my knowledge the information given in this application is factually correct and I understand that discovery of any false information may, in the event of my employment, result in dismissal or disciplinary action by the College. I understand that should my employment begin before my references and police clearance have been received and these prove to be unsatisfactory, my engagement may be ended without prior notice.

## DATA PROTECTION

I agree to Carmel College processing the personal data provided in the application form and other relevant data which the college may obtain from me or other people whilst I am an employee. I agree to the processing of such data for any purposes connected with my employment or for any other legitimate purposes.

Signature of Applicant:	
Date:	

Note: Application forms submitted by e-mail can be signed at the time of interview if short-listed.

**Carmel College is committed to Equality of Opportunity. Applications are welcome from people of all backgrounds, regardless of gender, marital status, age, ethnic origin, nationality, religion, disability or sexual orientation.**



For Office Use Only

Progress to Interview:

Yes ☐ No ☐

References sort:

Yes ☐ No ☐

Received by HR Date: \_\_\_\_\_

HR Action Required: Yes ☐ No ☐