Reference no

(College to allocate)





Human Resources

Notre Dame Catholic Sixth Form College

St Mark’s Avenue

Leeds

LS2 9BL

Telephone: 0113 2946644 Facsimile: 0113 2946006

 Web: http:www.notredamecoll.ac.uk

**APPLICATION FORM**

Thank you for your interest in employment at Notre Dame College.

**Please read the Guidance Notes carefully,**

**and study the relevant Post Description, Person Specification and other information.**

Then complete this application form in **typescript or block capitals**,

also ticking each box where appropriate.

**Do not attach/enclose your own CV or letter with this application form**

**as it will not be considered by the shortlisting panel. All information should be included on this form.**

|  |  |
| --- | --- |
| Post applied for: |  |

|  |  |
| --- | --- |
| Title Mr, Mrs, Miss, etc. |  |
| Surname/Family name |  |
| Previous Surname/Family name |  |
| First names |  |

    

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| **Section A – Personal Details** |

|  |  |
| --- | --- |
| Address |  |
|  |  |
| Postcode |  |
| Telephone number - Home |  |
| Telephone number - Work |  | Mobile |  |
| Email address\* |  |
| \*Only complete email address if you are willing to be contacted using this method as we may use email to notify you of  interview arrangements |
| Current salary *(if applicable*) |  | Current Grade |  |
| **All applicants:**National insurance number | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Teacher Reference number  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Referees**Please give the names and addresses of three people, at least one of whom should be your present/most recent employer (if any) who can be consulted regarding your suitability for the post. If you are currently working in education this must be your Head/Principal or in the case of an existing Principal this must be your Chair of Governors/Line Manager. If you are not currently working in education this should be the most senior person at your place of work e.g. Managing Director/Chief Executive. One referee should be your Priest. If your referees know you by another name, please specify.  |
| Title/Name |  | Title/Name |  |
| Address |  | Address |  |
|  |  |  |  |
| Postcode |  | Postcode |  |
| Telephone No. |  | Telephone No. |  |
| Email |  | Email |  |
| Occupation |  | Occupation |  |
| May we contact this referee prior to the interview? Yes 🞏 No 🞏 | May we contact this referee prior to the interview? Yes 🞏 No 🞏 |
| Title/Name |  |  |
| Address |  |  |
|  |  |  |
| Postcode |  |  |
| Telephone No. |  |  |
| Email |  |  |
| Occupation |  |  |
| May we contact this referee prior to the interview? Yes 🞏 No 🞏 |  |
| Are you related to or do you have a close personal relationship with a member or employee of the College Corporation? |  Yes 🞏 No 🞏 |
| If Yes, please state to whom and how you are related |  |
| If appointed when could you start work? |  |

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| **Section B – Work History** |

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| Please tell us about your work history, starting with your present or most recent job, including any part-time, casual or voluntary work of a regular nature. Please ensure there is a continuous record including any periods of unemployment. |

Current or most recent post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held / Experience gained | Full-time or Part-time | FromMonth Year | ToMonth Year | Reason for leaving |
|  |  |  |  |  |  |

Previous posts (in sequence, starting with the next most recent)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Position held / Experience gained | Full-time or Part-time | **From**Month & Year | **To**Month & Year | Reason for leaving |
|  |  |  |  |  |  |

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| **Section C – Qualifications** |

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| The qualifications we are looking for are outlined in the Person Specification. In the sections below you should show how you meet these requirements. List below examination results and professional qualifications including training acquired.**C1** Education and Training |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| EducationFrom *(year)* To *(year)* | Full-time orPart-time | Qualifications Awarded | Institution |
|  |  |  |  |  |

**C2** Details of in-house training courses (attended in the last two years), research experience, publications, examinerships and memberships of professional bodies.

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| **Section D – Skills, Knowledge and Experience** |

The Person Specification lists a number of key areas essential/desirable to the post. Please demonstrate how you meet these requirements.

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| **Section E – Teaching Information (if applicable)** |

Please provide details of all examined classes taught in the last two years:

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| --- | --- | --- | --- | --- | --- | --- |
| Subject | Level | Board | Number of starts | Number completing | % Pass | High grade % |
|  |  |  |  |  |  |  |
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| **Section F – About Yourself** |

Is there anything else you want to say about yourself in support of your application? Please include any specific skills, aptitudes or personal qualities you have which you feel are important to this post.

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**Please upload your completed application form via to the TES Portal**

**Now please complete Sections G and H and email these two sections to**

**jobs@notredamecoll.ac.uk**

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In the interests of economy we ask you to accept that if you have not heard from us within four weeks after the closing date for the post, you will not have been invited for an interview. If you

wish receipt of your application to be acknowledged, please forward a stamped addressed envelope.

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| **Section G – Disclosure and Barring Service** |

This section will be separated from your application on receipt, kept securely during the recruitment process and destroyed thereafter. It will not be seen by the staff responsible for shortlisting.

As Notre Dame meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an enhanced disclosure and barring service check before the appointment is confirmed.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).**

Please list details of all criminal convictions or offences below. Please note: Under the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to give details of any convictions, including those which for other provisions are ‘spent’ under the provisions of the Act. Failure to do so may lead to the offer of appointment being withdrawn or disciplinary action being taken, including summary dismissal. New appointments are subject to satisfactory results from an enhanced check conducted by the Disclosure and Barring Service.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of conviction | Nature of summons / charge / caution / allegation | Court | Sentence or order |
|  |  |  |  |
|  |  |  |  |
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| **If none, please enter the word “none” here:** |  |

**Declaration**

Signature of this Application Form indicates that applicants have read the Post Description and any other information issued to them relating to the vacancy and can comply with its requirements. In addition it indicates that all information given by the applicant is accurate. All offers of employment are made subject to satisfactory references and an enhanced DBS check. It is a condition of employment that all employees respect the Roman Catholic ethos and religious teachings and practices of the College.

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| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name |  |

**Now please complete the next page, Section H – Equal Opportunities Monitoring.**

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| **Section H – Equal Opportunities Monitoring** |

Notre Dame College is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post. In order to monitor the effectiveness of our “Equality of Opportunity Policy”, we request all applicants to complete this section of the form. This section will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing.

|  |  |  |  |
| --- | --- | --- | --- |
| Post applied for |  | Reference no(College to allocate) |  |
| Surname |  | First names |  |
| Gender |  | Age |  | Date of birth |  |
| Ethnicity. This classification is based on that used by the Commission for Racial Equality.Please tick (√) the box that you feel best reflects your ethnic origin. |
| **Asian or Asian British** | **Please tick****As appropriate** | **Black or Black British** | **Please tick****As appropriate** |
| Bangladeshi AB |  | African BF |  |
| Indian AI |  | Black Caribbean BC |  |
| Pakistani AP |  | Black Other BO (please specify) |  |
| Other AO (please specify) |  | **White** | **Please tick****As appropriate** |
| **Mixed** | **Please tick****As appropriate** | British WB |  |
| White and Asian MA |  | Irish WI |  |
| White and Black African MF |  | Other WO (specify)  |  |
| White and Black Caribbean MC |  | **Chinese or Other Ethnic Groups** | **Please tick****As appropriate** |
| Other MO (please specify) |  | Chinese CC |  |
|  |  | Other CO (please specify) |  |
| **Disability:** Notre Dame is committed to a positive approach towards employing people with a disability and will seek to make reasonable adjustments to its working arrangements wherever possible to accommodate the needs of a disabled job applicant or employee. Notre Dame has been awarded the ‘positive about disabled people’ two ticks award symbol. We will interview all people with a disability that meet the minimum essential criteria for the position. Disability is defined as “ A physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities” |
| Do you consider that you have a disability ? | Yes 🞏 No 🞏 |
| If YES, please specify the nature of the disability.  |  |
| If you are invited to interview will you require any special arrangements to be made? If so, please give details: |
|  |
| Do you need a work permit to work in the United Kingdom ? Yes 🞏 No 🞏  |
| If you answer Yes, please supply details on a separate sheet of paper. |
| Recruitment Source. Where did you see or hear of this vacancy?  |
| Internal Advertisement 🞏 | Internet 🞏 **– please specify website**  |   |
| Press Advertisement 🞏 **Please specify Newspaper / Publication**  |  |

I give my consent to Notre Dame College recording and processing information about me in the above categories in order to monitor the effectiveness of its “Equality of Opportunity Policy”. My consent is conditional upon Notre Dame College complying with its obligations and duties under the Data Protection Act 1998.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

|  |
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| **NOTRE DAME CSFC APPLICATION GUIDANCE NOTES**  |

Please read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide on the application form.

|  |
| --- |
| **Section A** |

**Personal Details** – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

**References** – References are requested for shortlisted applicants.

|  |
| --- |
| **Section B** |

**Work History** – When completing this section, it is important that you include any part-time, voluntary or community work you may have done since these may reveal relevant skills. Please ensure you account for any gaps in employment.

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| **Section C** |

**Qualifications** – Any qualifications which are required for the post will be set out in the Person Specification, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

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| **Section D** |

**Skills, Knowledge, Experience** – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here you should provide evidence that you posess the skills / knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills / knowledge and experience you have gained outside of paid work and through training.

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| **Section E** |

**Teaching information** – if you are applying for a teaching post, please complete this section.

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| **Section F** |

**About Yourself** – In this section include anything which you wish to say about yourself that you feel is relevant, but has not been included elsewhere, including any further skills.

Please upload your completed application form to the TES Portal.

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| **Section G** |

**Disclosure and Barring Service** – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration. **Please email this section along with section H to jobs@notredamecoll.ac.uk**

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| **Section H** |

**Equal Opportunities Monitoring** – The information you provide in this section will enable the College to monitor its recruitment process in relation to its “Equality of Opportunity Policy”. The information obtained will be treated as confidential and used only for monitoring purposes. **Please email this section along with section G to jobs@notredamecoll.ac.uk**