

CONFIDENTIAL

St Bede's Catholic College

**SCHOOL SUPPORT STAFF APPLICATION FORM
FOR POST IN A CATHOLIC CHURCH SCHOOL**

1. PERSONAL DETAILS

APPLICATION FOR THE POST OF

Full time Part-time

at

St Bede's Catholic College,
An Independent Academy

Where the Governing Body is the Employer of Staff

Surname.....

Title.....

Christian/First Names.....

Address².....

.....

Religious Denomination³

Home Telephone Number.....

Mobile Telephone Number.....

E-mail Address.....

Work Telephone Number.....

National Insurance Number.....

Work Permit Details, if appropriate.....

Date of Birth¹

PLEASE RETURN THIS FORM TO:

**c.walker@stbcc.org
St Bede's Catholic College
Long Cross,
Lawrence Weston,
Bristol, BS11 0SU**

CLOSING DATE FOR APPLICATIONS:

¹The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children, Safer Recruitment and Selection in Education Settings, DfE 1568-2005, July 2005.

²If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period, with dates, on a separate sheet.

³The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Equality Act 2010.

2. PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer.....

Post Title.....Permanent term

Present or most recent annual salary.....

Date of appointment.....Notice required.....

Main duties and responsibilities of your current or most recent post.....

.....

Reason for leaving.....

+Are you a member of the Local Government Pension Scheme? Yes

3. PREVIOUS EXPERIENCE

List your previous posts starting with the most recent. Please include all full-time, part-time and voluntary work.

Employer's name & address & nature of business	Full or Part-Time	Job title and brief description of duties undertaken	Dates employed	
			From (MM/YYYY)	TO (MM/YYYY)

4. OTHER EXPERIENCE

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18; please ensure there are no gaps in the history of your employment and other experience.

9. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action in relation thereto, including any which is time expired? YES/NO
If YES, please give details:

.....
.....
.....

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature.....

10. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked "confidential". Please see the Notes to Applicants for guidance.

Date of conviction or pending hearing	Offence	Sentence

DISCLOSURE AND BARRING SERVICE (DBS)

In the event of a successful application an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature:

11. DATA PROTECTION ACT 2018

I hereby give my consent for 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 2018.

Signature.....

12. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

I understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the Disclosure and Barring Service about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom.

Signature: Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract).

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an on-going entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide one of the specified documents listed in the **Notes to Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature:

DISABILITY MONITORING

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities, governing bodies of further and high education institutions, colleges and universities and governing bodies of educational establishments maintained by local education authorities (including schools) to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?

Yes No

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview:

If you are registered disabled, please state your number:
This does not form part of the selection process.

RECRUITMENT MONITORING INFORMATION

Post Title:

School:

Last name:

Christian name(s)

Date of Birth*:

Gender:

Male

Female

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information contained on this form will be held on a computer file.

The categories below are in line with the 2001 census

1. Ethnic Origin

I would describe my ethnic group as:

1. White

British

English

Scottish

Welsh

Irish

Any other White background
Please specify

**2. Black, or Black British, Black English
Black Scottish or Black Welsh**

African

Caribbean

Any other Black background

3. Mixed

White & Asian

White & Black African

White & Black Caribbean

Any other Mixed background
Please specify

4. Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background

**5. Chinese, Chinese British, Chinese English,
Chinese Scottish or Chinese Welsh**

Chinese

6. Other ethnic group

Other ethnic group
Please specify

7. Gender

Female

Male

*The Governing Body does not discriminate on grounds of age

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form 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 2018.

Signed..... Date.....

NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned as instructed in the details of the post.
3. Applicants should attach a separate statement in support.
4. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
5. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing Body is the employers and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model employment contract. A copy of this contract will be provided to you if you are shortlisted.
6. **Rehabilitation of Offenders Act 1974: You must declare any unspent convictions, cautions, reprimands or warnings.** 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.
7. **Immigration, Asylum and Nationality Act 2006:** Before taking a post, applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
 - a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
 - e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.

All applicants must note that in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be confirmed until the results of checks from the appropriate body have been received.