**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 BY EMAIL TO: headstbedes@bristol-schools.uk**

**OR BY POST TO: 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 Fixed 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 No

**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) |
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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.

**5. REFERENCES**

Please give details of two and up to three referees who are able to describe your suitability for this post. One should be your present or most recent employer, unless you have not worked before. In the case of a Catholic applicant, the third referee could be your Parish Priest/or Priest of the Parish where you regularly worship. References will not be accepted from those writing solely in their capacity of friends of relatives. References will be taken up before interview.

(i) Name

Occupation

Address

Telephone: Email:

(ii) Name

Occupation

Address

Notes: (i) We reserve the right to take up references with any previous employer

(ii) If any of your referees knew you by another name, please specify that name(s):  
  
Are you related to any member of the Governing Body? YES/NO (Please delete)

If so, please give their name

**6. QUALIFICATIONS/TRAINING**

Please give details of any qualifications you have obtained, or training courses you have attended, examinations passed, grades obtained and dates. Please include any post-graduate or professional/vocational qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Establishment Attended | Full or Part-Time | Qualifications | Dates Attended (MM/YYYY) | |
| From | To |
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**7. GENERAL EXPERIENCE AND FURTHER INFORMATION**

Please provide a written statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job specification for this post. You may wish to list your experience under sub-headings according to the selection criteria. Please attach your statement to this form.

**8. WHERE DID YOU FIRST LEARN OF THIS VACANCY? ……………………………..**

**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 1998**

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 1998.

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 established 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 4. Asian or Asian British**  *I would describe my ethnic group as:* Bangladeshi    Indian    Pakistani  **1. White** Any other Asian background  British  English **5. Chinese, Chinese British, Chinese English,   Chinese Scottish or Chinese Welsh**  Scottish Chinese  Welsh  Irish **6. Other ethnic group**  Any other White background Other ethnic group  Please specify Please specify  **2. Black, or Black British, Black English 7. Gender**  **Black Scottish or Black Welsh**  African Female  Caribbean Male  Any other Black background  **3. Mixed**  White & Asian  White & Black African  White & Black Caribbean  Any other Mixed background  Please specify |

\*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 1998.

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 employer~~s~~ 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**.**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.