**CONFIDENTIAL**

**St Bede’s Catholic College**

**SCHOOL SUPPORT STAFF APPLICATION FORM**

**FOR A POST IN A CATHOLIC ACADEMY**

**Safeguarding Statement**

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.***

APPLICATION FOR THE POST OF

AT

ST BEDE’S CATHOLIC COLLEGE,

AN INDEPENDENT ACADEMY

**WHERE THE GOVERNING BODY IS THE EMPLOYER OF STAFF**

1. **PERSONAL DETAILS**

Surname……………………………………………………………………..………………………………….

Title………………………………………………………………………………..….…………………………..

First Names……………………………………………………………………………………………………...

Address2……………………………………………………………………………………………..………….

………………………………………………………………………………………………………………..….

Religious Denomination ……………………………………………………………………………………

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: g.maher@stbcc.org**

**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.

1. **PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer………………………………………………………………………………………

Post Title……………………………………………… Permanent Fixed term Temporary

Present or most recent annual salary………………………………………………………………………………

*(Include details of salary scale and spinal point, if applicable)*

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

1. **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 or  Temporary | 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.

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1. **REFERENCES**

Please give details of at least 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.

1. **Current school/employer**

Name Designation

Address

Telephone: Email:

1. **Other professional referee**

Name Designation

Address

Telephone: Email:

1. **Parish Priest (if applicable)**

Name

Address

Telephone: Email:

Notes: (i) We reserve the right to take up references with any current or 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

1. **QUALIFICATIONS/TRAINING/PROFESSIONAL DEVELOPMENT**

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) | | Reason for leaving |
| From | To |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **PROFESSIONAL MEMBERSHIPS:** *Please list any professional bodies of which you are a member.*

**8. HOBBIES AND INTERESTS:** *Please list your interests and hobbies outside of work.*

1. **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.

1. **WHERE DID YOU FIRST LEARN OF THIS VACANCY? ……………………………..**
2. **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.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

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

Signature: ……………………………………………………………………………………………….

**12. DATA PROTECTION ACT 2018: Request for Your Consent to Obtain References and Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

* We are St Bede’s Catholic College, an independent academy.
* Being a Catholic education provider we work closely with the academy’s Diocesan Authority, the Trustees, the Local Authority, the Department for Education, the Catholic Education Service and other relevant third parties with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
* The person responsible for data protection within our organisation is the Business Manager and you can contact them at the college with any questions relating to our handling of your data.
* We require the information we have requested on this form in order to process your application for employment.
* To the extent that you have shared any special categories of personal data1 this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
* If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
* If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
* We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
* You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
* To read about your individual rights you can refer to our fair processing notice and data protection policies.
* If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the college complaints procedure, which is available on our website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk.](http://www.ico.org.uk/)

**Request for your consent**

Please ensure that you read the paragraphs above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
* Please check this box if you have any objection to our collecting and processing your personal information as described in the paragraphs above ☐
* I agree to my personal data being shared as stated in the paragraphs above: Yes ☐ No ☐

1. **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: ………………………………………………………………………………….

1. **REHABILITATION OF OFFENDERS ACT 1974**

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

**15. 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).

1. **IMMIGRATION ACT 2016**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public- facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

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: ……………………………………………….

1. **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: ………………………………………..

**NOTES TO APPLICANTS**

These Notes accompany the relevant CES Model Forms including the Recruitment Monitoring Form and the Rehabilitation of Offenders Act 1974 – Disclosure Form; together referred to as the “supplementary forms”.

Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School/College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust Company, a Multi Academy Trust Company and/or its Governing Body/Board of Directors/Local Governing Body as appropriate.

**TECHNICAL INSTRUCTIONS**

Applicants may complete the Application Form and supplementary forms by:

• Completion and submission electronically; or

• Completion electronically, printing and submitting hardcopy via post or by scanning and emailing; or

• Printing off and completing in handwritten format, then submitting by post or by scanning and emailing.

**GENERAL INFORMATION**

Applicants must ensure that they are using the most up to date version of the College Application Form and supplementary forms. Where there is any doubt, applicants should contact the college where the position applied for is based, or the contact person mentioned in the details of the post.

Applicants are reminded that this is an application for a post in a Catholic Independent Academy where the Governing Body is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract may be provided to the applicant if they are shortlisted for interview.

Applicants should 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, which are required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service (“the DBS”) and Teacher Services (regarding teacher prohibition/disqualification from working with children and young people).

Before signing the application form, applicants must ensure that every section has been completed.

Failure to complete all relevant sections may result in an application being rejected.

All College Application Forms, supplementary forms and any relevant documentary evidence should be sent to where the position applied for is based, or as instructed in the details of the post

**THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS**

Applicants are advised that the Governing Body complies with the School Standards and Framework

Act 1998 and the Equality Act 2010.

Details of the role applied for: *Please complete this section of the form by ticking the relevant boxes*.

**Details of present employment:**

*If you are not currently employed please proceed to next section.*

**Employment history:** *Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of all teaching practice to date (if applicable).*

**Other Employment/Work Experience**: *Applicants should provide details of all other employment and paid or unpaid experience after the age of 18 (include voluntary work etc).*

*Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 18 to the present day and space has been provided on the form for this information. Failure to provide a full account may lead to an application being rejected.*

*Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.*

**Post-11 Education and Training**: *Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants will be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.*

*Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’*

*Certificate and Certificate in Religious Education.*

**Supporting Statement:** *Applicants should ensure that their supporting statement is clear and concise and does not exceed 2 sides of A4 paper. It is preferable, although not compulsory, that the supporting statement is typed rather than handwritten.*

**References:** *All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant’s personnel records. This is in order to ensure that the information provided is accurate.*

*There may be situations where the referee does not have full access to an applicant’s records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant’s dates of employment. All posts are subject to satisfactory references.*

*It is the applicant’s responsibility to ensure that they have obtained their nominated referees’ explicit consent to pass on their contact details to the school. Not only is this a matter of courtesy but ensures that the General Data Protection Regulation is being complied with. Please also complete the Consent to Obtain References section of the College application form.*

*Applicants must advise the college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the college to contact their employer until such time that they have given notice to terminate their employment.*

*Applicants are advised that colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.*

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of the college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

I**mmigration, Asylum and Nationality Act 2006:**

*In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 (“the*

*2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office’s website*.

The most common proof of entitlement documents are:

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 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 Registration Certificate or Document Certifying Permanent Residence issued by the

Home Office to a national of a European Economic Area country or Switzerland.

(d) A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

(e) A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

(f) A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

(g) A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

(h) An online right to work check demonstrating that the applicant has either pre-settled or settled status.

*The above list is non-exhaustive.*

**IMMIGRATION ACT 2016**

*Part 7 of the above Act places a legal duty on those recruiting staff to work in public facing roles within the public sector. Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in state schools. The said duty is to ensure that the applicant is fluent in English or Welsh, as applicable.*

*The government has produced a code of practice to guide employers on how to implement the requirement without breaching the provisions of the Equality Act 2010.1*

*It is important not to discriminate on the basis of accents and dialects, as this could amount to discrimination on the grounds of race. Note that there is no requirement to test existing staff who are already employed at the school and the code of practice should be considered when recruiting new applicants.*

**Declaration**

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

**SUPPLEMENTARY FORMS**

Recruitment Monitoring Form: *Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the college to fulfil its duties under the Equality Act 2010.*

*The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.*

*Where applicants wish to complete the Recruitment Monitoring Form they should return it with their completed application but in a separate sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.*

1 See: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf>

**Model Rehabilitation of Offenders Act 1974** – Disclosure Form: *As the position applied for gives privileged access to vulnerable groups, we require all applicants attending interview to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure*.

*If you are invited for interview, please bring the disclosure form with you to the interview in a separate, sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.*

Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.

The Disclosure Form will only be seen by those persons who are required to see it as part of the recruitment process if you are the preferred / one of the preferred candidates for the position.

**Consent to Obtain References**

Please ensure that you complete the Consent to Obtain References section of your completed application form.

If you have any further questions in relation to the position applied for please contact the college where the position applied for is based or contact the individual named on the advertisement for the post.