**CONFIDENTIAL**

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**SUPPORT STAFF APPLICATION FORM**

*(Before completing this form please read the* ***Notes to Applicants****)*

**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.**

**BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:**

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE RETURN THIS FORM AND/OR SUPPLEMENTARY DOCUMENTS BY EMAIL TO: c.walker@stbcc.org**

**OR BY POST TO: St Bede’s Catholic College, Long Cross, Lawrence Weston, Bristol, BS11 0SU**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Full Time [ ]  Part Time [ ]  Job Share [ ]

At: St Bede’s Catholic College

At which the Governing Body is the employer of staff.

In the Diocese of Clifton

Please state where you first learned of this vacancy:

**Personal Details:**

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone [ ]  Email [ ]

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes [ ]  No [ ]

QTS Certificate Number:       Date of qualification as a teacher:

**Details of Present Employment:**

Are you presently employed: Yes [ ]  No [ ]

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Permanent [ ]  Temporary [ ]

Full time [ ]  Part time [ ]  Job share [ ]

Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date it is due to expire:

Reason for leaving:

Gross annual salary (include details of salary scale and spine point if applicable):

**Employment History and Work Experience:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full or part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
|       |       |       |       |       |
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If there are any periods of time that have not been accounted for in your application, 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 mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|       |       |
|       |       |
|       |       |

If you have ever been ordained and/or been a member of a religious community, please provide details here:

**Post-11 education and training:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month / year****From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))**

|  |  |  |  |  |  |
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**Higher Education Qualifications**

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**School / College Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |
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**Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details of your most recent safeguarding training:

**Professional Memberships:**

Please list any professional bodies of which you are a member:

**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

**Supporting Statement:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

|  |
| --- |
|       |

**References:**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”).

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest’s reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name, please specify that name alongside the details of the relevant referee.

**Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

**Parish Priest / Priest of the Parish where you regularly worship (if applicable):**

Name:

Address:

Role:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form: [ ]

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governor / Employee(s):

Relationship(s) to you:

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

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

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes [ ]  No [ ]

If yes please provide full details:

**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.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: [ ]

**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 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

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 sections of the Disclosure Form.

**Request for Your Consent to 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**

1. We are St Bede’s Catholic College, an independent academy.
2. Being a Catholic education provider we work closely with the Diocesan Authority, governors, the Local Authority, the Department for Education and the Catholic Education Service 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.
3. The person responsible for data protection within our organisation is Mrs Cheshire, Business Manager and you can contact them with any questions relating to our handling of your data. You can contact them by email to m.cheshire@stbcc.org or by phoning the college on 0117 377 2200*.*
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. 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.
7. 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.
8. 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.
9. 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.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. 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 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 paragraphs 1-11 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 agree to our collecting and processing your personal information as described in paragraphs 1-11 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes [ ]  No [ ]

**Right to work in the UK.**

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: [ ]

 **Language requirements for public sector workers.**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

**Declaration**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed, you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

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

Signature:

Date:

***(The post will be subject to the terms and conditions of the appropriate Catholic Education Service contract, a copy of which is available on our website).***

**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*.

**Personal details:** *Where you have obtained qualified teacher status from a jurisdiction other than England or Wales please insert your membership number for the relevant teaching profession regulator and provide details of the specific regulator.*

**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 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:

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 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 Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. 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.
6. 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.
7. 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.
8. 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 about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)