# *Non-Teaching Staff Application Form*

*The College is committed to safeguarding and promoting the welfare of*

*children and young people and expects all staff to share this commitment*

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| Position applied for:       |

***Section 1 – Personal Details***

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| --- | --- | --- |
| Title:     Dr/Mr/Mrs/Miss/Ms | Forename(s):       | Surname:      |
| Address:                    Postcode:       | Former names:      |
| Preferred forename:      |
| Religious Denomination / Faith:      |
| Telephone Number(s):Home:      Work:      Mobile:       | Are you currently eligible for employment in the UK?Yes [ ]  No [ ] If no, please provide details:       |
| Email address:      | How did you hear of this vacancy? State name of publication if applicable      |
| Date of Birth:      | National Insurance Number:      |
| Are you related to or do you maintain a close relationship with an existing pupil, employee, volunteer, Governor or Trustee of St Joseph’s College? Yes [ ]  No [ ] If yes, please provide details.       |

***Section 2 – Education***

*Please start with the most recent*

*Secondary Education*

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| --- | --- | --- | --- | --- |
| Establishment | From | To | Qualification | Subjects and Grades |
|       |       |       |       |       |

*Further/Higher Education*

(Please note that applicants invited for interview will need to bring with them their ORIGINAL certificates)

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| --- | --- | --- | --- | --- | --- |
| Establishment | From | To | Qualification Achieved | Class | Subject(s) |
|       |       |       |       |       |       |

***Section 3 – Other Professional Qualifications or Skills***

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***Section 4 – Other Activities and Interests***

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| Please include details of any relevant activities and interests:      |

***Section 5 – Current/Most Recent Employer***

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| Name :      | Address:      |
| Job Title:       |
| Date started:       | Date employment ended (if applicable):      |
| Full Time or Part Time:      | Current salary/ salary on leaving:      |
| Brief description of responsibilities:      |
| Reason for seeking other employment:      |
| Please state when you would be able to take up employment if offered:      |

***Section 6 – Previous Employment***

*Please start with the most recent and explain any gaps in employment. Continue on a separate sheet if necessary*

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| --- | --- | --- | --- | --- |
| Dates employed From To | Name and address of employer | Position held and responsibilities | FT/PT | Reason for leaving  |
|       |       |       |       |       |       |

***Section 7 – Disclosure of Criminal and Child Protection Matters***

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| The College is obliged by law to operate a checking procedure for employees who have substantial 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 [ ]  Have you ever been convicted of any criminal offence or been officially cautioned, warned or reprimanded in relation to such an offence? Yes [ ]  No [ ] If ‘YES’ to either of the above, please provide details on a separate sheet and send this in a sealed envelope marked “confidential” with your Application Form or, if sending via email, please provide details in a separate document marked “confidential”. A criminal record will not necessarily be a bar to obtaining a position.By checking the box below you hereby confirm that you are not disqualified from working with children and/or have information held about you under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): [ ]  In the event of a successful application an offer of employment will be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks in relation to criminal and child protection matters. By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service: [ ]   |

***Section 8 – References***

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| Please supply the names and contact details of two people who we will contact for references. *One of these must be your current or most recent employer. Referees must not be members of your family, your spouse/partner or someone known to you solely as a friend.*  References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications. Current or previous employers will be asked about disciplinary offences relating to children and any child protection concerns. Offer of employment will be conditional upon the College receiving satisfactory references. |
| **Referee 1** |
| Full name (including title):      Position held:      Organisation:      Address:                Telephone No:      Email address:      May we contact prior to interview? Yes [ ]  No [ ]  |
| **Referee 2** |
| Full name (including title):      Position held:      Organisation:      Address:                Telephone No:      Email address:      May we contact prior to interview? Yes [ ]  No [ ]  |

***Section 9 – Health***

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| In accordance with the guidance published by the DfE any offer of employment made by the College will be conditional upon the College verifying the successful applicant’s medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire before any offer of employment is confirmed. There may be circumstances when it will be necessary for the College medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician.Is there any medical condition which would prevent you undertaking the role for which you have applied for? YES / NO      If Yes, please provide details in a covering letter. |

***Section 10 – Declaration***

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| 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 then your application may be withdrawn from the recruitment process. 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 then you may be liable to be dismissed summarily. By signing below you hereby certify that all the information given by you both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of your knowledge and belief, that all the questions relating to you have been accurately and fully answered and that you possess all the qualifications that you claim to hold.Signature:       Date:      (If sending via email please type your name) |