# *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:      |
| How long have you lived at this address:If less than 5 years please provide all previous addresses for past 5 years:  |
| Previous Address:                    Postcode:       | Previous Address:                    Postcode:       |
| Length of time at address:       | Length of time at address:      Please continue on a separate sheet, if required |
| 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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 – 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 (landline required):      Email address:      May we contact prior to interview? Yes [ ]  No [ ]  |
| **Referee 2** |
| Full name (including title):      Position held:      Organisation:      Address:                Telephone No (landline required):      Email address:      May we contact prior to interview? Yes [ ]  No [ ]  |

***Section 8 – Data Protection***

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| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Data Protection Policy.If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. |

***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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| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checksI have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency). I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.Signature:       Date:      (If sending via email please type your name) |