



Cardinal Hume Catholic School



School Support Staff Application Form

(Before completing this form please read "Note to Applicants")

Application for the position of;	
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1. PERSONAL DETAILS

Title		Surname		Forename/s	
Any former name(s) you have been known by (Christian/first/surname)					
Date of Birth		Religious denomination or Faith			
Address					
Home Tel No:		Work Tel No:			
Mobile No:		Email:			
How do you prefer to be contacted?					
National Insurance Number					
Do you need a work permit?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If so please give details					

2. PRESENT OR MOST RECENT EMPLOYMENT

Name of employer		Local Authority, if appropriate			
Post title		Present/most recent annual salary			
Date of appointment		Permanent or temporary			
Period of notice required		Reason for leaving			
Main duties and responsibilities in your current or most recent post;					
Are you a member of the Local Government Pension Scheme?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. POST- 16 EDUCATION AND TRAINING

Please give details or any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications.

Establishment Attended Full name & address	Full or part- time	Qualifications, Date award made and Awarding Body	Dates Month/Year	
			From	To

4. PREVIOUS EXPERIENCE

Employer's name & address & nature of business	Full or part- time	Job title and brief description of duties undertaken	Dates employed Month/Year		Reason for leaving
			From	To	

If there are any periods of time not accounted for, for example, time spent raising a family or extended travel, please give details, with dates, here. The information you provide on this form should provide a complete chronology from the age of 18. (Please use separate sheet if necessary)

5. HOBBIES AND INTERESTS

6. GENERAL EXPERIENCE AND FURTHER INFORMATION

Tell us how you experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Shortlisting 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 selections criteria (maximum 2 sides of A4).

7. DRIVING LICENCE DETAILS

Do you hold a full current UK licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, what type of licence:	Private/light goods		HGV	Class
Do you hold a PSV licence which would allow you to drive a school minibus?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

8. ADVERTISEMENT

Where/how did you first learn of this vacancy?	
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9. MEDICAL HISTORY

How many days sickness absence have you had in the last 2 years? (Exclude maternity related sickness)	
Please provide any details you feel are relevant	

10. REFERENCES

Please give details of at least 2 and up to 3 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, you may wish to include your Parish Priest/Priest of the Parish where you regularly worship. References will not be accepted from those writing solely in the capacity of friends or from relatives. References will be taken up before interview.

Name		Occupation	
Address			
Tel No		Email	

Name		Occupation	
Address			
Tel No		Email	

Name		Occupation	
Address			
Tel No		Email	

If any of your referees knew you by another name write that name(s) in this space

The Governing Body reserves the right to take up references with any previous employer

Are you or your spouse or civil partner related by blood, marriage or as a co-habitee to any member of the Governing Body or existing employees of the Governing Body?

Yes No

If so please give their name and state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

11. DISABILITY MONITORING

Definition of disability ‘ a physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities’.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware?

Yes No

If so please give 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

12. REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter “NIL”. If you have been convicted of a criminal offence, the details must be listed below, together with any cautions or bind overs, pending criminal convictions. The details must be listed below, together with any pending criminal action or court hearings against you. Please see **Notes to Applicants** for guidance.

Date of conviction or pending hearing	Offence	Sentence

13. 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 organizations or agencies in accordance with the Data Protection Act 1998.

Signature:

14. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

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

All applicants are required to complete the **Disclosure and Barring Service – Applicant Statement** (enclosed) and **MUST** be included with your application.

I confirm that I am not disqualified from working with children and/or included on DfES List 99.

Signature:

In the event of a successful application, a Disclosure will be sought from the Criminal Records Bureau 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. All offers of employment are conditional upon a satisfactory Disclosure being obtained.

Signature:

15. ASYLUM AND IMMIGRATION ACT 1996

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**.

16. 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.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

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.

Signature: Date:

DISCLOSURE AND BARRING SERVICE – APPLICANT STATEMENT

The position you have applied for is exempt from the Rehabilitation of Offenders Act and as such, to be considered for this employment, should you be successful in reaching the interview stage you will be asked to disclose details of any non protected* convictions, cautions, warnings or reprimands you may have. If you are further successful in being appointed to the position you will be required to make an application to the Disclosure and Barring Service (DBS) for a criminal background check unless you are registered with them for updates (please see below for details). Disclosure of convictions, cautions warnings or reprimands will not automatically disqualify you from consideration as any offences will only be taken into consideration in the context of the type of work you will be doing.

Disclosure and Barring Update Service

With effect from 17th June 2013, the DBS update service is available which means that in certain circumstances a criminal record certificate obtained after that date may become 'portable' between employers and organisations.

From this date, any applicant to the DBS for a criminal record certificate will be invited by the DBS to subscribe to their update service. This will mean that, with your permission and using your DBS certificate (Employers will not receive their own copy from this date) new employers can check an online service for any updates to your certificate. You will only be asked to apply for a new DBS check if the on line check indicates that there are updates and it is necessary to do so.

Subscription to the update service is entirely at your own discretion and there is currently no legal or contractual obligation for you to subscribe. The update service requires an annual subscription from you and details of the fee and the service can be found at www.gov.uk/dbs. Gateshead Council will not compensate you for the annual fee should you decide to register.

It is important for the speedy and efficient appointment process to this post that you inform us of your registration status and give your signed permission, should you be registered, for Gateshead Council to use the on line update service for the purposes of obtaining an up to date criminal record background check **should you be offered an appointment**. Further, give your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

Full Name:.....

Application to the post of:.....

At:.....

I *am/am not registered for the DBS update service (*delete as appropriate)

I hereby give Gateshead Council permission, in the course of this application, and during any subsequent relevant employment with them to check the DBS update service in the circumstances above. I give Gateshead Council permission to securely hold a copy of my certificate on my personal file and understand that information relating to my DBS check will be stored on a secure database:

Signed: Date.....

*Further information on non protected convictions, cautions or reprimands can be found at www.gov.uk/dbs

NOTES TO APPLICANTS

1. Date of Birth: The Governing Body does not discriminate on grounds of age. Date of birth and dates requested are in line with the recommendations of *Safeguarding Children: Safe Recruitment and Selection in Education Settings*, DfES 1568-2005, July 2005.
2. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.
3. Before signing this form, please ensure that every section has been completed.
4. The form should be returned as instructed in the details of the post.
5. Applicants should attach a separate statement in support.
6. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
7. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing Body is the employer and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract of employment.
8. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.
9. **Asylum and Immigration Act 1996: Upon taking a post applications should provide one of the following from the list of official documents:**
 - a. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency of the Employment Service (or their Northern Ireland equivalents), showing your name and National insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
 - b. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
 - c. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
 - d. A certificate of registration or naturalization as British citizen.
 - e. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
 - f. A passport or national identity card issued by a State which is party to the European Economic Area Agreement and which describes you as a national of the State.
 - g. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
 - h. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
 - i. A United Kingdom residence permit issued to you as a national of a state which is party to the European Economic Area Agreement.
 - j. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
 - k. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
 - l. A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
 - m. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.