



# Cardinal Hume Catholic School



## School Support Staff Application Form

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

**Application for the position of;**

### 1. PERSONAL DETAILS

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

### 2. PRESENT OR MOST RECENT EMPLOYMENT

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

### 3. 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	

### 4. OTHER EXPERIENCE

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)

--

### 1. 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 <input type="checkbox"/>	HGV <input type="checkbox"/>	Class <input type="checkbox"/>	
Do you hold a PSV licence which would allow you to drive a school minibus?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	

## 2. 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.

--

## 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. 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).

#### 5. RECRUITMENT MONITORING

Where/how did you first learn of this vacancy?

#### 6. 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.

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:

#### 7. 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

#### 8. 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 organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

#### 12. 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

### 13. 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 outlines 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*

### 14. 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:

### 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**.

## 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 of 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.