



# Cardinal Hume Catholic School



## **Teaching Staff Application Form**

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

<b>Application for the position of;</b>	
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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			

DfES Teacher Reference No.			
Do you hold a Qualified Teacher Status (QTS)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
QTS Certificate No.		Date of Qualification as a Teacher	
GTCE (or other) Membership No.			
Are you subject to any conditions or prohibitions placed on you by the GTCE (or other) in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes please give details			

<b>2. PRESENT EMPLOYMENT (or college details if applying for NQT)</b>			
Employer (College) & address		Telephone Number	
Post title		Permanent or temporary	
Full/Part-time/Job Share		Period of notice required (if appropriate)	
Local Authority (if appropriate)		Reason for leaving	
Probationary period/NQT Induction year completed? If so, please give details			

<b>3. POST- 16 EDUCATION AND TRAINING</b>				
Please give information about the education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, and Teacher Certificates, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.				
Establishment Attended Full name & address	Full or part-time	Qualifications, Date award made and Awarding Body	Dates employed Month/Year	
			From	To

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application. Please provide details of special areas of interest.

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Type of teacher training (please tick)	Primary (Nursery, Infant or Junior)	Middle	Secondary
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Give further details here if necessary	
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Do you have the Catholic Certificate in Religious Studies ('CCRS') or equivalent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If applicable, where and when did you obtain the CCRS (formerly know as the Catholic Teachers' Certificate and Certificate in Religious Education)?	
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CCRS Registration Number (if known)	
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Please provide details of any other specialist Catholic postgraduate qualification (eg Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership).

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Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (eg teaching courses, first aid, ICT etc), stating length of courses. Please continue on a separate sheet if necessary

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4. DETAILS OF PRESENT SALARY AND SCALE			
Salary Scale (eg Main/Upper/Leadership)		Spine Point	
Additional Allowances (including Inner/Outer/Fringe London)		Gross Salary	

**5. PROFESSIONAL EXPERIENCE**

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

(Students seeking a first appointment should give details of teaching practice)

Local Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, selective etc)	Age Range Taught/single sex/mixed	Approx Number on roll	Post held and responsibilities	Dates Month/Year		Reason for Leaving
					From	To	

**6. PROFESSIONAL BODIES**

Please give details of any professional body of which you are a member

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**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 <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"/>		

## 8. OTHER EXPERIENCE

Please give details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc).

Employment/ Experience	Employer/Location	Responsibilities	Dates employed Month/Year		Reason for Leaving
			From	To	

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

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## 9. HOBBIES AND INTERESTS

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## 10. SUPPORTING STATEMENT

Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should also pay particular attention to the national standards for the post and job specification for the position for which you are applying.

## 11. ADVERTISEMENT

Where/how did you first learn of this vacancy?

## 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

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**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. SUPERANNUATION SCHEME**

Are you a member of the Teachers’ Pension Scheme?

Yes  No

If you contribute to another scheme, please give details

Have you elected to pay superannuation contributions for part-time teaching i.e. signed a part-time election?

Yes  No

**15. 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: .....

## 12. REFERENCES

Please nominate at least two and up to three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer or teacher training college (if NQT). 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		Designation	
Address			
Tel No		Email	

Name		Designation	
Address			
Tel No		Email	

Name		Designation	
Address			
Tel No		Email	

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

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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.

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## 13. 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

## 14. 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: .....

## 15. 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.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers Misconduct Team or Police, if appropriate. (Under the Education Act 2002 the Governing Body has this statutory duty).

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.

I acknowledge that it is my responsibility as the candidate, if invited to interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ..... Date: .....

**16. 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.