



Support Staff Application Form

Position Applied For:

Guidance Notes

Completed Applications should be returned to bdavies@chs.bwcet.com or via post to Bev Davies at Cardinal Hume Catholic School, Old Durham Road, Gateshead, NE9 6RZ

Please complete ALL sections of this application form fully, continuing on an additional page if necessary

Personal Details

Title	Forename(s)	Known As	Surname	Any Previous Names

Address	Contact Telephone Numbers
	Home
	Mobile
	Work
	Email Address

How would you prefer to be contacted:	
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If you have lived at the above address less than 5 years, please list all other addresses at which you have lived during this period below, including the dates you lived there:

Address	Dates Month & Year	
	From	To

If you are a qualified teacher please complete the information below.

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes No

QTS Number: *(if applicable)*

Date of Qualification as a Teacher:

Education Workforce Council (Wales only) or other Membership No.:

Religious Denomination / Faith:

National Insurance Number:

Do you need a work permit? Yes No

If yes please give details, including an expiry date:

Do you hold a full, current UK Driving Licence? Yes No

DBS Number:

DBS Check Date:

Present or Most Recent Post:

Are you presently employed? Yes No

If you have answered no to the above question, please proceed to the next question.

Present Post Title:	
Name and Address of Employer:	
Telephone Number:	
Contract Type:	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Job Share <input type="checkbox"/>
Date of Appointment:	
Notice Required:	
Main Responsibilities:	
Present / Most Recent Salary:	
Reason for Leaving (if applicable):	

Are you a member of the Local Government Pension Scheme? Yes No

Applicants Employment History and Professional Experience

Please complete the below table in chronological order, **starting with the most recent.**

Name and Address of Employer	Dates Employed Month & Year From To	Post Held and Responsibilities
Reason for Leaving <i>(If Applicable)</i>		
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Reason for Leaving <i>(If Applicable)</i>		

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them below with dates. The information provided in this form **must** provide a complete chronology from the age of 16. **Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

Dates Month & Year		Activity
From	To	

Please confirm whether you have ever been ordained and / or been a member of a religious community.

Yes No

If yes, please provide details:

Post-11 Education and Training

Please complete the below table in chronological order, **starting with the most recent.**

Establishment Attended Full Name and Address	Subject and Qualifications/Award	Full Time / Part Time	Grade Achieved	Date of Award	Dates Attended Month & Year	
					From	To
Postgraduate Qualifications						
Higher Education Qualifications						
School / College Qualifications						

Continued Professional Development

Please list any courses, in-service training and professional development in which you have been involved in the past 3 years and which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates Month & Year		Award / Grade Received (if applicable)
			From	To	

Date of most recent Safeguarding
Training, if relevant:

Professional Memberships

Please list any relevant professional bodies of which you are a member:

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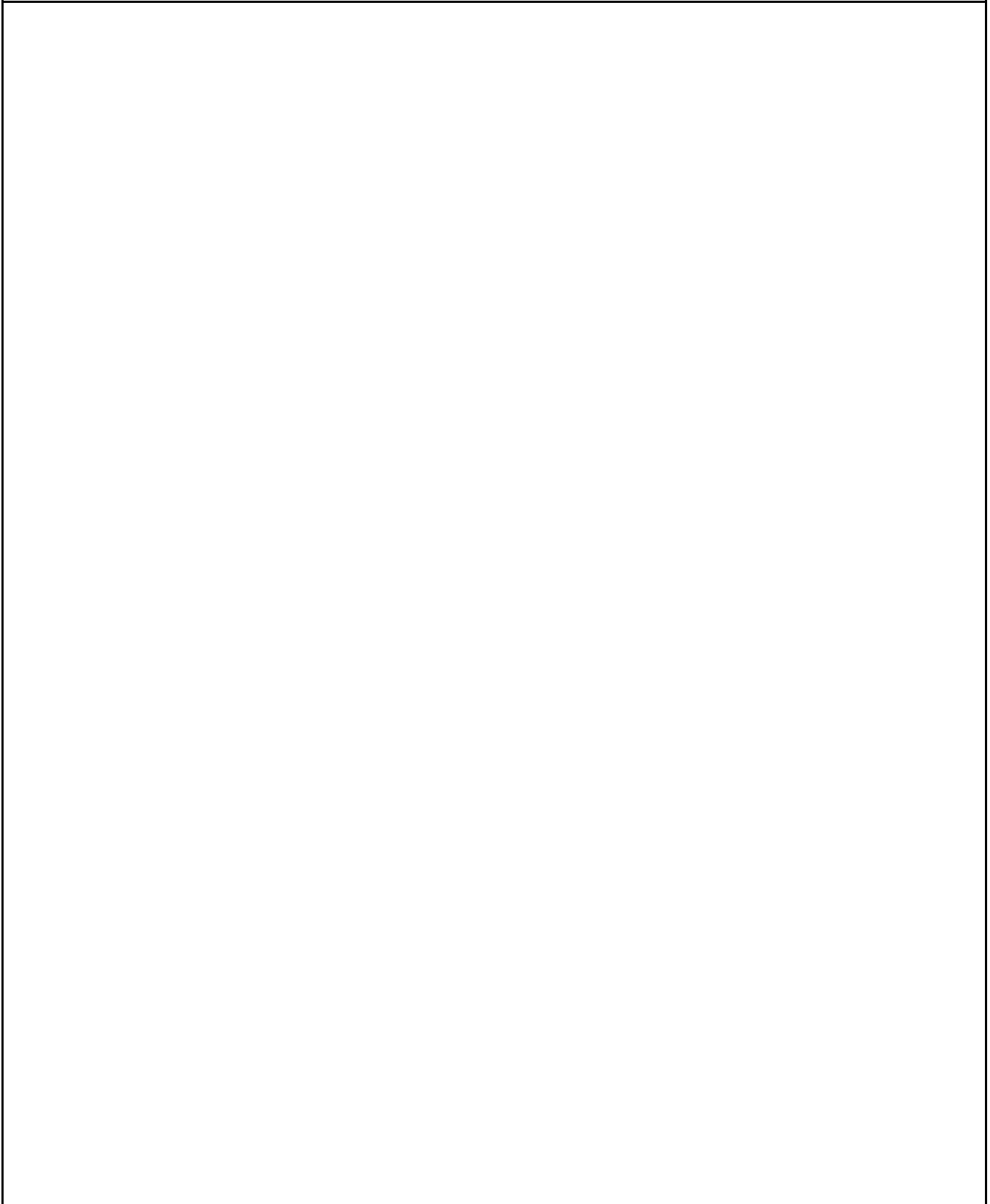
Interests and Hobbies

Please list your interests and hobbies outside of work:

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Supporting Statement

Please provide a written statement below of no more than **1500** words detailing why you believe your experience, skills, personal qualities, training and / or education are relevant to your suitability for the post advertised and how you meet the person specification.

A large, empty rectangular box with a thin black border, intended for the applicant to write their supporting statement. The box occupies most of the lower half of the page.

References

A referee who is a current or former employer should have full access to the applicant's personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

Schools / Colleges of a Religious Character are permitted, where recruiting for support staff posts, to give preference to applicants who are practising Catholics where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement.") If you are a practising Catholic, you should nominate, as one of your referees, the Parish Priest of the parish where you regularly worship.

If you are Catholic but do not consider yourself to be 'practising,' you may (as an alternative to nominating your Parish Priest as a referee) provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism. In requesting a Priest's reference or baptismal information, it is not our intention to deter applicants and non-Catholics are welcome to apply.

It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference.

In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Referees will also be asked about all disciplinary offense, all child protection allegations, and details of any capability concerns.

Please check this box to indicate that you agree to TCMAT contacting your referees in order to obtain references.

Please advise if you do not want us to take up references at this stage and provide reasons.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Please remember to insert a current email address.

Present or Most Recent School / Employer

Name of Referee:		Designation:	
Address:			
Email Address		Telephone Number:	

Other Professional / Previous Employer

Name of Referee:		Designation:	
Address:			
Email Address		Telephone Number:	

Parish Priest / Priest of the Parish where you regularly worship (or an Additional Professional)

Name of Referee:		Designation:	
Address:			
Email Address		Telephone Number:	

Are you (or your spouse / civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust or current any employee of the Governing Body / Academy Trust Company?

Yes No

Name of Governing Body / Academy Trust Member / Employee	Relationship to you

Disclosure of Criminal and Child Protection Matters

The Governing Body / Academy Trust are obliged by law to operate a checking procedure for employees to 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

If yes, please provide details:

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service checks (“DBS Checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (DBS):

Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013), then the details of these must be disclosed if you are invited to interview.

If you are invited for interview, please bring the Disclosure Form with you to the interview in a separate, sealed envelope clearly marked “**Confidential - Rehabilitation of Offenders Act 2974 - Disclosure Form.**” You will be asked to hand this to reception for the attention of the HR Manager at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the disclosure form.

Immigration, Asylum and Nationality Act 2006

The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and / or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested:

Immigration Act 2016

The ability to communicate with the public in accurate spoken English is an essential requirement for the post. This requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to part 7 of the Immigration Act 2016.

Request for your Consent to Process your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important Information Regarding Your Consent

1. We, The Trinity Catholic Multi Academy Trust, are the ‘data controller’ for the purposes of data protection law.
2. Being a Catholic education provider we work closely with the Diocese of Hexham and Newcastle with whom we are required to share the information you provide on this application form. The information included in this application form will also be shared with our Local Authority.
3. If you have any questions relating to our handling of your data, you can contact the Data Protection Team by contacting the Trust
4. We require the information we have requested on this form in order to process your application for employment.

5. To the extent that you have shared any special categories of personal data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our Records Retention Policy.

7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.

10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the trust in the first instance.

Request for Your Consent

Please ensure that you have read paragraphs 1 to 10 above and raised any relevant questions before providing your consent below.

Do you confirm that you have read and understood paragraph 1 to 10 above and that you **do not have any objection** to our collecting and processing your personal information, as described in paragraphs 1 to 10 above. Do you hereby give your consent for personal information provided as part of this application, including any recruitment monitoring data, to be held on computer or other relevant filing systems, and to be shared with other accredited organisations or agencies in accordance with the Privacy Policy linked above. If you tick 'No' we will not be able to process your application for the post.

Yes

No

Declaration

If you know that any of the information 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, 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. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and / or eligibility to work with children and / or vulnerable adults.

Signed:

Date:

**Disclosure and Barring Service – Applicant Statement
To be included with application form**

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