

# CONFIDENTIAL



## SCHOOL SUPPORT STAFF APPLICATION FORM FOR A POST IN A CATHOLIC SCHOOL

*(Before completing this form please read Notes to Applicants on page 10)*

TO BE USED FOR THE FOLLOWING SUPPORT STAFF POSITIONS ONLY:-

Teaching Assistant (Level 1)

Teaching Assistant (Level 2)

Teaching Assistant (Level 3)

Teaching Assistant (Level 4)

Temporary Welfare Assistant/Classroom Assistant

Support Staff Member (Not Teaching Assistants)

Nursery Employee

This application form came into use in November 2008 and replaces any other existing CES application for employment.

Applicants completing this form electronically should press F11 to jump to the next answer area. Extra rows can be added to tables by clicking in the last row of a table and pressing Tab until the row is created. Please note that new rows do not have designated answer areas, so pressing F11 will not take you to the next area in a new row.

Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.

**PLEASE DO NOT RETURN ANY APPLICATIONS AND/OR REQUESTED DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL APPLICATIONS AND/OR REQUESTED DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**1. PERSONAL DETAILS**

Application for the position of		
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Job Share <input type="checkbox"/>
At		VA School

Surname:

Title:

First Names:

Known as:

Any former name(s) (first/surnames):

Date of Birth<sup>1</sup>:

Religious Denomination / Faith<sup>2</sup>:

Address:

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.

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<sup>1</sup> The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfE 1568-2005, July 2005.

<sup>2</sup> The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Equality Act 2010

Telephone Numbers:- Home: Mobile: Work:

Email Address:

How do you prefer to be contacted? National Insurance Number:

Work permit details and expiry date, if appropriate:

## **2. PRESENT OR MOST RECENT EMPLOYMENT**

Name of employer: Local Authority, if appropriate:

Post title: Permanent  Temporary

Date of appointment; Annual salary: £

Notice required or date left, as appropriate:

Reason for leaving:

Main duties and responsibilities of your current or most recent post:

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

**3. PREVIOUS EXPERIENCE**

List your previous posts starting with the most recent. Please include all full-time, part-time and voluntary work.

Employer's name, address & nature of business	Full or Part Time	Job title & brief description of duties undertaken	Dates Month / Year		Reason for leaving
			From	To	

**4. OTHER EXPERIENCE**

If there are any periods of time that have not been accounted for, for instance, periods spent raising a family or of 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 18; please ensure there are no gaps in the history of your employment and other experience.

## 5. REFERENCES

Please nominate at least two and up to three referees who are able to describe your suitability for this post. One referee should be your present or most recent employer, unless you have not worked before. In the case of a Catholic applicant one of your referees should be your Parish Priest/or Priest of the Parish where you regularly worship. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview.

Name:	Address:
Designation:	
Telephone:	
Name:	Address:
Designation:	
Telephone:	
Name:	Address:
Designation:	
Telephone:	

Notes: (i) We reserve the right to take up references with any previous employer.

(ii) If any of your referees knew you by another name, please specify that name(s):

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

Yes  No

If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

**6. EDUCATION AND TRAINING**

Please give details of 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 Attended incl Month / Year	
			From	To

**7. GENERAL EXPERIENCE AND FURTHER INFORMATION**

Please provide a written statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Short-listing 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 selection criteria. Please attach your statement to this form.

**8. RECRUITMENT MONITORING**

Please state where (or how) you first learned of this vacancy:

**9. 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 the DfE List 99.

Signature: .....

**10. REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked 'confidential'. Please see the **Notes To Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

**11. CRIMINAL RECORDS BUREAU**

In the event of a successful application an Enhanced 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 may be made to the Criminal Records Bureau about the existence and content of any criminal record.

Signature: .....

**12. 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: .....

**13. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the **Notes To Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature: .....



**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.

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.

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 understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom.

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

*(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).*

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## NOTES TO APPLICANTS

1. Applicants completing this form electronically should press F11 to jump to the next answer area. Extra rows can be added to tables by clicking in the last row of a table and pressing Tab until the row is created. Please note that new rows do not have designated answer areas, so pressing F11 will not take you to the next area in a new row.
2. Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
3. Date of Birth: The Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DfE/1568 2005.
4. The Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.
5. Before signing this form, please ensure that every section has been completed.
6. The form should be returned as instructed in the details of the post.
7. Applicants should attach a separate statement in support.
8. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
9. 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. A copy of this contract will be provided to you if you are shortlisted.
10. Rehabilitation of Offenders Act 1974: You must declare *all* convictions that you have, including motoring offences and all convictions that have become "spent".
11. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
  - (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.

- (b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
  - (c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
  - (d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
  - (e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
  - (f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
12. All applicants must note that in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.

## RECRUITMENT MONITORING INFORMATION

Post title:	School:
Last name(s):	First name(s):
Date of birth <sup>3</sup> :	Gender:            Male <input type="checkbox"/> Female <input type="checkbox"/>

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Equality & Human Rights Commission's guidance.

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<sup>3</sup> The Governing Body does not discriminate on grounds of age

**1. ETHNIC ORIGIN**

I would describe my ethnic group as:

<p><b>1. White</b></p>	<p><b>4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh</b></p>
<p>British <input type="checkbox"/></p> <p>English <input type="checkbox"/></p> <p>Scottish <input type="checkbox"/></p> <p>Welsh <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other White background (please specify)</p>	<p>Bangladeshi <input type="checkbox"/></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Any other Asian background (please specify)</p>
<p><b>2. Black, Black British, Black English, Black Scottish or Black Welsh</b></p>	<p><b>5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</b></p>
<p>African <input type="checkbox"/></p> <p>Caribbean <input type="checkbox"/></p> <p>Any other Black background (please specify)</p>	<p>Chinese <input type="checkbox"/></p> <p>Any other Chinese background (please specify)</p>
<p><b>3. Mixed</b></p>	<p><b>6. Other ethnic group</b></p>
<p>White &amp; Asian <input type="checkbox"/></p> <p>White &amp; Black African <input type="checkbox"/></p> <p>White &amp; Black Caribbean <input type="checkbox"/></p> <p>Any other Mixed background (please specify)</p>	<p>Other ethnic group (please specify)</p>

**2. GENDER**

My gender is: Male  Female

### 3. **DISABILITY MONITORING**

The Equality Act 2010, which came into force in October 2010, places specific and general statutory duties on all public authorities (e.g. local authorities; governing bodies of further and higher education institutions, colleges and universities; and governing bodies of educational establishments maintained by local educational authorities (including schools) to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of disability is ‘a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? Yes  No

Please give brief 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.*

**THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE. HOWEVER, THE CES WILL NOT RETAIN ANY INFORMATION ENTERED ON THE CES WEBSITE.**

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form 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: .....

Date: .....

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