



## ST JOSEPH'S COLLEGE

St Joseph's College, as an aware employer, is committed to safeguarding and promoting the well-being of children and young people as its number one priority. Robust recruitment, selection and induction procedures operate throughout the College and extend to organisations and services linked on its behalf.

Please complete this application in FULL

Position applied for
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### PERSONAL DETAILS

Surname <small>Mr/Mrs/Miss/Ms/Dr (Please delete as applicable)</small>	Forenames		
Former Names (e.g. maiden name or where any previous change of name(s))	Date of Birth: <small>(Required for List 99 check)</small>		
Address	National Insurance number		
	DfE reference number (if applicable)		
	Date of teaching qualification (if applicable)		
Telephone numbers home: mobile:	E-mail address:		
What is your current employment status?	Employed Yes / No	Unemployed Yes / No	Other – please specify:

### PRESENT/MOST RECENT EMPLOYMENT

Job Title (please state if full or part time (p/t))			
Brief details of responsibilities:			
Name and address of Current Employer			
<input type="checkbox"/> Maintained <input type="checkbox"/> Boarding <input type="checkbox"/> Independent <input type="checkbox"/> Day			
Date of Appointment		Notice Period/Date Left	
Gross salary on Joining (pro rata if p/t)		Current Gross Salary (pro rata if p/t)	
Benefits (please tick)	Private medical insurance <input type="checkbox"/> Meals <input type="checkbox"/> Accommodation <input type="checkbox"/> Fee remissio <input type="checkbox"/> Free car parking <input type="checkbox"/> Discounted sports facilities <input type="checkbox"/> Other (Please specify):		
Reason for wanting to leave/Reason for Leaving:			

**PLEASE SUPPLY A FULL HISTORY IN CHRONOLOGICAL ORDER (WITH START AND END DATES) OF ALL TRAINING/FURTHER EDUCATION, EMPLOYMENT AND ANY PERIODS OF UNEMPLOYMENT SINCE LEAVING SECONDARY EDUCATION. PROVIDE WHERE APPROPRIATE EXPLANATIONS FOR ANY PERIODS NOT IN EMPLOYMENT, SELF-EMPLOYMENT OR FURTHER EDUCATION/TRAINING AND IN EACH CASE ANY REASONS FOR LEAVING EMPLOYMENT. CONTINUE ON SEPARATE SHEET IF REQUIRED.**

TEACHING EXPERIENCE (if applicable)				
<i>(Please give details of all posts, in chronological order, including size and status of schools, location, nature of responsibility and start and end dates of employment. If known, please also state gross salary on appointment and gross salary on leaving each post) Please provide an explanation for any gaps in employment.</i>				
Position held		From		To
Name of school		School status	Maintained <input type="checkbox"/> Boarding <input type="checkbox"/> Independent <input type="checkbox"/> Day <input type="checkbox"/>	
Starting salary		Salary on leaving		Reason for leaving
Position held		From		To
Name of school		School status	Maintained <input type="checkbox"/> Boarding <input type="checkbox"/> Independent <input type="checkbox"/> Day <input type="checkbox"/>	
Starting salary		Salary on leaving		Reason for leaving
Position held		From		To
Name of school		School status	Maintained <input type="checkbox"/> Boarding <input type="checkbox"/> Independent <input type="checkbox"/> Day <input type="checkbox"/>	
Starting salary		Salary on leaving		Reason for leaving
Position held		From		To
Name of school		School status	Maintained <input type="checkbox"/> Boarding <input type="checkbox"/> Independent <input type="checkbox"/> Day <input type="checkbox"/>	
Starting salary		Salary on leaving		Reason for leaving
Please continue on a separate A4 sheet if necessary				

OTHER EMPLOYMENT				
<i>Please give details of all posts, including start and end dates and indicating nature of employment and of your responsibility. Please provide an explanation for any gaps in employment.</i>				
Position Held	Name & Address of Company	Start date	End date	Reason for leaving

**GAPS IN EMPLOYMENT** (IF APPLICABLE)

Please outline/explain any periods of non-employment		
From	To	Reason Given

**EDUCATIONAL DETAILS**

Education and Qualifications		
Qualification	School/College/Awarding Body	Subjects and Grades
GCSE/GCSE equivalent:  Dates awarded:		
'A' level' A' level equivalent: Dates awarded:		

**HIGHER EDUCATION**

First Degree - University/College	From	To	Degree Name/Subjects Studied	Qualification Gained
Teaching Qualification (if applicable)				
University/College				
Higher Degree/s				
Additional Professional Qualifications				
Awarding Institution				



**SUPPORTING EVIDENCE Contd.....**

Please read the Job Description and Person Specification which lists the knowledge and skills that we are looking for. For each area, please give details of how you meet the criteria, with specific examples of your experience where possible.

**Criteria**

**Evidence**

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**BRIEF PERSONAL INFORMATION**

This information is considered sensitive personal data under the Data Protection Act 1998. It will only be used for the purposes of this recruitment exercise and will be safely disposed of after six months if you are not successful in your application for this vacancy.

Yes	No
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Do you have the right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006? (We will require proof of this right before an offer of employment can be confirmed – e.g. UK Birth certificate, Passport and/or any other appropriate document required to confirm your right to work in the UK as required by Immigration, Asylum and Nationality Act 2006 e.g. EUSS, Work Permit)		
Do you have any unprotected spent or unspent criminal convictions? (excluding minor traffic offences) Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 (as amended by the 2012 Act) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, provided that they are not protected under the Rehabilitation of Offenders (Exceptions) Order 1975 (as amended in 2013). If you answer Yes, please attach details of your record in a sealed envelope marked confidential.		
All applicants at the College are required to complete and satisfy an enhanced DBS (CRB) check before any appointment is confirmed. Are you aware of any police enquires undertaken following allegations made against you which may have a bearing on your suitability for this post?  <i>If you answer Yes, please attach details in a sealed envelope marked confidential.</i>		
Are you and have you ever been on the Children's Barred List, disqualified from work with children, or subject to sanctions imposed by a regulatory body?  <i>If you answer Yes, please attach details in a sealed envelope marked confidential.</i>		
<i>Warning: If a candidate is found to be on the ISA Children's Barred List or the DBS Disclosure shows them to have been disqualified from working with children the facts will be reported to the Police and/or the Department for Education Children's Safeguarding Operation Unit &amp; National College for Teaching &amp; Leadership</i>		
Are you related to or have a close relationship with any existing members of staff, student or Governor at St Joseph's College? If yes, please state name and relationship to you below.		
Name: _____ Relationship: _____		
Name: _____ Relationship: _____		
Have you previously applied for a post at St Joseph's College? If yes, please state the position/s you applied for below:		
Position: _____ Month/Year: _____		
Position: _____ Month/Year: _____		
Do you hold a current, full driving licence?		
If Yes, please state the category and if it includes a D1 category		
Does your driving licence have any endorsements?		
If Yes, please give details:		
Please use this space to provide any additional information related to the above (if necessary):		

If you are invited to interview and have special requirements because for example, of a disability, or you need the services of an interpreter or signer, please contact the College before hand to discuss your needs.

**REFERENCES**  
Please give the name, address, telephone number and email address of TWO persons who may be asked about your personal and professional qualities, one of whom MUST BE your current employer (or last employer if now unemployed). Please state how the person is known to you. Please note that references will not be accepted from relatives or from those writing solely in the capacity of friends. References will be taken up on shortlisted candidates prior to interview. Please note that for professional teaching references, you must include the Headteacher of your current

or most recent employer. *Note: If you are currently working with children your current employer will be asked about disciplinary offences, including any for which the time has expired. They will also be asked whether you have been the subject of any child protection concern. If you are not currently working with children, previous employers where you have worked with children will be asked. We may also approach all previous employers for verification of experience or qualifications*

Current (or last) Employer		Previous Employer	
Name		Name	
Position		Position	
Address		Address	
Email:		Email	
Tel. No		Tel. No	
How long has the referee known you?		How long has the referee known you?	
In what capacity does the referee know you? <input type="checkbox"/> Employer/former employer <input type="checkbox"/> Colleague/former colleague or manager but the reference is to be given on a personal basis <input type="checkbox"/> Personal		In what capacity does the referee know you? <input type="checkbox"/> Employer/former employer <input type="checkbox"/> Colleague/former colleague or manager but the reference is to be given on a personal basis <input type="checkbox"/> Personal	
If the referee knows you by a different name please state		If the referee knows you by a different name please state	

I agree that, in accordance with the Data Protection Act 1998, the College may hold and use the information about me contained in this application form, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998, for the purposes of processing this application and for my personal HR records, if an offer of employment is made. If, on this occasion, no offer is made, I agree that the College may keep a record of my application for 6 months. I authorise St Joseph's College to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information.

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability, pregnancy/maternity or age. All new posts within the School are subject to a probationary period.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I certify that the information that I have entered is true, and I understand that any false information or failure to disclose criminal convictions, may result in referral to the Teachers' Misconduct Team or Police and in the event of employment, may result in dismissal or disciplinary action by the governors of St Joseph's College.

I am aware that the post for which I am applying, is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared, whether received before or at any time during your employment with us. I have not been disqualified from working with children, I am not named on the DfE List 99 or the Protection of Children Act List, and am not subject to any sanctions imposed by a regulatory body and either (please delete as appropriate):

I have no convictions, cautions or bindovers

OR

I have attached details of any convictions using the 'Recruitment of Ex -Offenders form', cautions or bind-overs in a sealed envelope marked confidential.

### EQUAL OPPORTUNITIES MONITORING

#### Equality & Diversity Statement

The College is an Equal Opportunity employer. The College operates policies with the aim of ensuring that unfair discrimination does not take place in recruitment. In order to help the College monitor the effectiveness of these policies and the effectiveness of its advertising strategy, you are asked to provide the information requested below. This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be made available to staff engaged in the recruitment process.

You are under no obligation to complete this form but if you do, you agree that, under the Data Protection Act 1998, the College may hold and use personal information about you for monitoring purposes as explained above. If you are not offered employment with the College a record of your application may be kept for 6 months.

Signed .....

Date.....



<b>White:</b>			
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other white background *	
<b>Mixed:</b>			
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other mixed background *
<b>Black or Black British:</b>			
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background *	
<b>Asian or Asian British:</b>			
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Asian background *
<b>Chinese or Other Ethnic Group</b>			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group *		
* Please specify			

Gender – please specify:
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Date of birth (dd/mm/yy):
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Do you consider yourself to have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please state nature of disability:		
The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”.		

If you wish, you may disclose information about yourself in this section about your:
Religion:
Sexual orientation:

How did you become aware of this vacancy?	
Media:	Date: