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| Logo  Description automatically generated  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 |  |  |

# Personal details

|  |  |
| --- | --- |
| Surname  Mr/Mrs/Miss/Ms/Dr (Please delete as applicable) | Forenames |
| Former Names (e.g. maiden name or where any previous change of name(s) | Date of Birth:  (Required for List 99 check) |
| Address | National Insurance number |
| Telephone numbers home:  mobile: | DfE reference number (if applicable) |
| E-mail address: | Date of teaching qualification (if applicable) |
| What is your current employment status? Employed  Unemployed  Other  (Please specify): | |

# Present/Most Recent employment

|  |  |
| --- | --- |
| Job Title |  |
| Brief details of  responsibilities: |  |
| Name and address of Current Employer |  |
| Why are you applying for voluntary work at College? | |
| Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering. | |

# **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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  *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.* | | | | |
| **Position Held** | **Name & Address of Company** | **Start date** | **End date** | **Reason for leaving** |

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# GAPS IN EMPLOYMENT *(if applicable)*

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| --- | --- | --- |
| Please outline/explain any periods of non-employment | | |
| From | To | Reason Given |
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# 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 | | | | |
|  |  |  |  |  |
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| Additional Professional Qualifications  Awarding Institution | | | | |
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# PROFESSIONAL DEVELOPMENT

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| --- | --- | --- | --- | --- |
| Relevant professional development and training in the past 3 years | | | | |
| Awarding/Training Institution | From | To | Area of study/research | Qualification Gained |
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#### BRIEF PERSONAL INFORMATION

# **This information is considered sensitive personal data under the Data Protection Act 1998 and 2018. 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 |
| 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. Birth Certificate, Passport and/or Work Permits, EUSS to confirm your right to work) |  |  |
| Have you lived and/or worked overseas in the last ten years? If yes, please give details: |  |  |
| Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?  Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?  ***If you answer Yes, please attach details of your record in a sealed envelope marked confidential****.* |  |  |
| *The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on* [*https://www.gov.uk/government/collections/dbs-filtering-guidance*](https://www.gov.uk/government/collections/dbs-filtering-guidance)*.* | | |
| All applicants at the College are required to complete and satisfy an enhanced DBS 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?  ***If you answer Yes, please attach details in a sealed envelope marked confidential.*** |  |  |
| 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?  ***If you answer Yes, please attach details in a sealed envelope marked confidential.*** |  |  |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?  ***If you answer Yes, please attach details in a sealed envelope marked confidential.*** |  |  |
| ***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 & National College for Teaching & Leadership* | | |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 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: |  |  |
| Do you require any reasonable adjustments to be made to facilitate you attending interview?  If ‘yes’, please provide details: |  |  |
| Please use this space to provide any additional information related to the above (if necessary): | | |

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| --- | --- | --- |
| 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?   * Employer/former employer * Colleague/former colleague or manager but the reference is to be given on a personal basis * Personal | | In what capacity does the referee know you?   * Employer/former employer * Colleague/former colleague or manager but the reference is to be given on a personal basis * 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.

Signed ................................................................................... Date.........................................................

**VOLUNTEER: FOR YOUR REVIEW – PLEASE DO NOT SUBMIT TO COLLEGE**

**CODE OF CONDUCT**

*Thank you for your cooperation in respecting the following important guidelines:*

1. **As a Volunteer, Your Role and Responsibilities in the College Are Unique** 
   * + 1. **UNDERSTAND** that your role is a supportive one. The teacher and principal are completely in charge. In the event that you are helping support a lesson and if the teacher leaves the room, the teacher in the next room assumes responsibility. You must not be left in charge of a classroom.
2. **REMEMBER** volunteers are only permitted to work with students on College grounds and under the supervision of the College’s staff.
3. **MAINTAIN** student confidentiality at all times. Do not discuss any student with anyone except teachers, counsellors, and volunteer coordinators.
4. **DO NOT** promise a student that you will or can keep a confidence. You must always say that you will refer anything they tell you on to the appropriate member of staff if it concerns you
5. **DON’T** make promises you can’t keep. Avoid saying things like *“Study hard and you’ll definitely pass the test.”*
6. **USE** good judgment and avoid any compromising situations. Work in a room with other people at all times. Never be left alone with one student out of view of other people. Always keep the door open.
7. **STRICTLY** follow volunteer guidelines and discipline practices. Physical discipline/corporal punishment is absolutely prohibited. Ask the teacher and volunteer coordinating staff for assistance with problematic student behavior.
8. **REPORT** immediately to staff persons any physically abusive or sexually exploitive behaviour towards a student.
9. **Volunteers Take Pride in Being Professional**
10. **MAINTAIN** a constructive and positive attitude. Don’t make negative comments about the College, its personnel, or the students to other volunteers or individuals outside the College.
11. **BE PROMPT** and consistent in your attendance. Teachers depend on volunteers and plan their work accordingly. Students depend on volunteers even more.
12. **NOTIFY** the College as soon as possible if you are going to be late or absent.
13. **KEEP** an accurate record of your attendance by signing in each day you volunteer. Also maintain notes and records of daily activity with students.
14. **ESTABLISH** and maintain good and frequent communication with your classroom teacher.
15. **NEVER** be under the influence of drugs or alcohol. Do not smoke on school grounds.
16. **DO NOT** lend money, contribute or solicit money for organisations while you are on College grounds.
17. **DO NOT** use the internet inappropriately by going to websites that are not conducive to a professional or educational environment.
18. **Health and Safety Are Always Important**
19. **ALERT** College staff immediately if any student has an accident while working with you.
20. **REFER** any student in need of first aid or any type of medication to a teacher or College nurse.
21. **LEARN** and follow fire drill procedures and all school rules.
22. **NOTIFY** the principal of any accident you have on College grounds. A written form must be submitted to the principal within 24 hours.
23. **ALERT** the principal before volunteering in College if you have, or have been exposed to, a communicable
24. disease.