CONFIDENTIAL

SCHOOL SUPPORT STAFF APPLICATION FORM

at

ST MICHAEL'S CATHOLIC GRAMMAR SCHOOL
LONDON N12 7NJ

A Voluntary Aided School in the Trusteeship of St. Michael's Catholic Grammar School Trustee, a member of the Loreto Education Trust, founded by the Sisters of the Poor Child Jesus

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

NAME OF CANDIDATE:

TO BE USED FOR THE FOLLOWING POSITIONS ONLY: -
SUPPORT STAFF MEMBER
SCHOOL BUSINESS MANAGER

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. Application Form
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

We are committed to the Safeguarding of children and expect all employees to share this commitment

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY – IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED

DETAILS OF ROLE APPLIED FOR

Application for the position of:
Full Time: ☐ Part Time: ☐ Job Share: ☐
Please state where (or how) you first learned of this vacancy:

1. APPLICANT'S PERSONAL DETAILS

1.1

1.1.1 Title:

1.1.2 Surname: 1.1.3 First Name(s):

1.1.4 Known as (if applicable):

1.1.5 Any former name(s):

1.1.6 Religious Denomination/Faith:

1.1.7 Address:

1.1.8 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:

Address	**Dates**

1.1.9 Telephone numbers:

Home: Mobile: Work:

1.1.10 Email Address:

1.2 How do you prefer to be contacted?:

1.3 National Insurance No.:

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

2.1 Are you presently employed? Yes: ☐ No: ☐

If no, please proceed to the next section.

2.2 Name and address of Employer:

2.2.1 Details of present post:

2.2.2 Local Authority (if applicable):

2.2.3 Permanent: ☐ Temporary: ☐

2.2.4 Full time: ☐ Part time: ☐ Job share: ☐

2.2.5 Date of Appointment:

2.2.6 Notice Required/date Notice due to expire:

2.2.7 Reason for leaving (if applicable):

2.2.8 Gross annual salary:

2.2.9 Description of key duties/responsibilities:

3. APPLICANT'S EMPLOYMENT HISTORY AND WORK EXPERIENCE

3.1 Please complete in chronological order, **starting with the most recent**:

Employer's Name, Address and nature of business	**Full or Part Time**	**Job Title and brief description of duties and responsibilities**	**Dates employed Month/ Year**	**Reason for Leaving**
			From - To	
			-	
			-	
			-	
			-	
			-	
			-	

3.2 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 here with dates. The information provided in this form must provide a complete chronology from the age of 18 – 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 (from – to)	**Activity**
-	
-	
-	
-	
-	

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

Yes: ☐ No: ☐

If yes, please provide details:-

4. POST-11 EDUCATION AND TRAINING

Please complete in chronological order, **starting with the most recent. (**Include Post-Graduate Qualifications, Higher Education Qualifications and School/College Qualifications)

Full name and address of establishment	**Full time or part time**	**Qualifications, date Award made and Awarding Body**	**Dates Attended Month/ Year**
			From - To
			-
			-
			-
			-
			-
			-
			-

Continuing Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g. First Aid, ICT etc).

Course Title	**Course Provider**	**Length of Course**	**Dates From / To**		**Award/Grade received (if applicable)**

Please provide details of your most recent safeguarding training:

5. INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

6. SUPPORTING STATEMENT

Please provide a written statement of **no more than 1,300** 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.

7. REFERENCES

7.1 A referee who is a current or former employer should have full access to personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools of a Religious Character are permitted, when recruiting Support Staff, to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a 'genuine occupational requirement'). Therefore, if you are a practicing Catholic one referee should be your Parish Priest/the Priest of the Parish where you regularly worship. (As an alternative you may provide a copy of your Baptism Certificate). In requesting this information, it is not our intention to deter applications 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 consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section

Present School/Employer:
Name:

Address:

Designation/Role (if applicable):

Telephone:

Email (must be professional address not personal):

Other Professional:
Name:

Address:

Designation/Role (if applicable):

Telephone:

Email (must be professional address not personal):

Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional (if applicable)):
Name:

Address:

Designation/Role (if applicable):

Telephone:

Email:

Notes: (i) In accordance with Keeping Children Safe in Education we reserve the right to take up references with any previous employer prior to interview. **Please advise if you do not want us to do so at this stage and provide reasons.**

(ii) Referees will be asked for information about all disciplinary offences - including those where the penalty is 'time expired' if related to children; and all child protection allegations including their outcome.

(iii) If any of your referees knew you by another name, please specify here:

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

Yes: ☐ No: ☐

If yes, please complete the following:

Name of Governing Body / Employee	Relationship to you

8. DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

8.1 The Governing Body is obliged by law to operate a checking procedure for employees who 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:-

8.2 It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.

8.3 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") 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 being made to the Disclosure and Barring Service ("DBS"): ☐

9. 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 in 2013 and 2020) then the details must be disclosed if you are invited for interview. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. The Rehabilitation of Offenders Act 1974 - Disclosure Form must be submitted with your application marked "confidential". If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form.

10. 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 are St. Michael's Catholic Grammar School, a Voluntary Aided School in the Trusteeship of St. Michael's Catholic School Trustee, a Member of the Loreto Education Trust, founded by the Sisters of the Poor Child Jesus.

2. Being a Catholic education provider we work closely with our Trustees, the Diocese of Westminster, the London Borough of Barnet, the Department of Education and Education Personnel Management Limited with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organization is Neil Hinnem and you can contact him with any questions relating to our handling of your data by emailing office@st-michaels.barnet.sch.uk.

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 (as defined in Article 9(1) GDPR) this will not be shared with any third party 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 organization and afterwards in accordance with our data 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 Protection Officer. To read about your individual rights you can refer to

our data protection policy.

10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint via our Clerk to Governors. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at www.ico.org.uk.

By checking the box below, I confirm that I have read and understood paragraphs 1-10 above and hereby give my consent for personal information to be collected, processed and shared as stated in paragraphs 2 and 5.
☐

11. RIGHT TO WORK IN THE UK

The Governing Body 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 current immigration rules. More information can be found in paragraph 18 of the Notes to Applicants. 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: ☐

12. LANGUAGE REQUIREMENTS FOR PUBLIC SECTOR WORKERS

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post because it is a public-facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

13. DECLARATION

If you know that any of the information that 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, then your application may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have given.
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 Regulation Agency (England 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

Signature:

Date:

Additional Pages

Name:

Position applied for: