

**Sacred Heart**  
**CONFIDENTIAL**



**SUPPORT STAFF APPLICATION FORM**

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

**Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**DATA PROTECTION NOTICE**

*Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:*

- *You have given us your consent*
- *We must process it to comply with our legal obligations*

*You'll find more information on how we use your personal data in our [privacy notice for job applicants](#).*

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

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 full details:

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

**Do you have a DBS certificate?:** Yes ☐ No ☐ Date of check:

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks which may include social media checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

## RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

Find out more about how the school recruits teachers from overseas [here](#).

## TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

Name of Candidate:

### TO BE USED FOR THE FOLLOWING POSITIONS ONLY:

Teaching Assistants

Welfare Assistant / Classroom Assistant (temporary or permanent)

Support Staff Member

Nursery Employee

School Business Manager

Early Years Practitioner

**PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:**

[www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

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

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

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Full Time ☐ Part Time ☐ Job Share ☐

At: Sacred Heart      School / Academy

At which the:

Governing Body ☒

Academy Trust Company ☐

Multi-Academy Trust Company ☐

is the employer of staff.

In the Local Authority of:      Barnet

In the Archdiocese / Diocese of:      Westminster

Please state where you first learned of this vacancy:

**Personal Details:**Title: Surname: First Name(s): Known as (if applicable): Religious Denomination / Faith: Address: 

Telephone Numbers:

Home: Mobile: Email Address: How do you prefer to be contacted? Phone ☐ Email ☐

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes ☐ No ☐

QTS Certificate Number: Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

### Details of Present Employment:

Are you presently employed: Yes ☐ No ☐

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent ☐ Temporary ☐

Full time ☐ Part time ☐ Job share ☐

Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date  
it is due to expire:

Reason for leaving:

Gross annual salary (include details of salary scale and spine point if applicable):

## Employment History and Work Experience:

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 (from – to) | Reason for leaving |
|-------------------------------------------------|-------------------|----------------------------------------------------------------|-----------------------------------------|--------------------|
|                                                 |                   |                                                                |                                         |                    |
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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 |
|-------------------|----------|
|                   |          |
|                   |          |
|                   |          |

If you have ever been ordained and/or been a member of a religious community please provide details here:

## Post-11 education and training:

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

| Full name and address of establishment | Full or part time | Dates attended month / year<br>From - to | Date of award | Awarding body and registration number (if known) | Award and classification |
|----------------------------------------|-------------------|------------------------------------------|---------------|--------------------------------------------------|--------------------------|
|                                        |                   |                                          |               |                                                  |                          |

## Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))

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## Higher Education Qualifications

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## School / College Qualifications

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### Continuing Professional 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.

| Course Title | Course Provider | Length of Course | Dates From – To | Award / Classification (if applicable) |
|--------------|-----------------|------------------|-----------------|----------------------------------------|
|              |                 |                  |                 |                                        |
|              |                 |                  |                 |                                        |
|              |                 |                  |                 |                                        |

Please provide details of your most recent safeguarding training:

### Professional Memberships:

Chartered College of Teaching:

Affiliate ☐ Associate ☐ Member (MCCT) ☐ Fellow (FCCT) ☐ Chartered Teacher (CTeach) ☐

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

### Interests and Hobbies:

Please list your interests and hobbies outside of work:

**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 applicable to the post.

## References:

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

In accordance with Keeping Children Safe in Education 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. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also 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 the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

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

### **Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

### **Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

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 you consent to a DBS Check(s) being made: ☐

## 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 of these 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](#).

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

## 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 Sacred Heart Catholic Primary School.
2. Being a Catholic education provider we work closely with the school's / academy's Diocesan Authority, the school's / academy's Trustees, the Local Authority, the Department for Education, the Catholic Education Service. with whom we may share the 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 organisation is Oonagh Lahiff and you can contact them with any questions relating to our handling of your data. You can contact them by email at [olahiff@sacredheart.barnet.sch.uk](mailto:olahiff@sacredheart.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<sup>1</sup> 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 organisation 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 (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."

11. 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 to our organisation email. 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](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes ☐ No ☐
- Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: ☐
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐

### **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. This is because this 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.

### **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 form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

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 (TRA) (England only) or the Education Workforce Council (Wales only) and/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/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been 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:

***(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).***