

Support Staff Application Form

Role Applied For

Name of Candidate:	
Application for the Position of:	
Name of School Applied for:	
In the Archdiocese of:	Southwark

Personal Details

Title:	
First Name(s):	
Surname:	
Address:	
Postcode:	
Telephone:	
Email:	
Religious Denomination / Faith:	

Details of Present Employment

Are you presently employed? (Yes/No)	
<i>If "no" please proceed to the next section.</i>	
Current position held:	
Full time or part time:	
Name of school/company:	
Address:	
Postcode:	
Telephone:	
Email:	
Date of appointment:	
Notice required:	
Reason for leaving:	
Current salary:	

Employment History

Please complete in chronological order, starting with the most recent. Add rows to the table as required.

Name and address of school/company:	Position held:	Dates employed from and to (Month/Year):	Reason for leaving:

Other History

If there are any periods of time that have not been accounted for in your Employment History above, for instance, periods spent raising a family or of extended travel, please give details of them below 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 employed from and to (Month/Year):	Activity:

Education and Training History

Please complete in chronological order, starting with the most recent. Add rows to the table as required.

Post Graduate

Name and address of school/establishment:	Qualification/subject:	Award(s) and classification:	Dates attended from and to (Month/Year):

Higher Education

Name and address of school/establishment:	Qualification/subject:	Award(s) and classification:	Dates attended from and to (Month/Year):

School / College

Name and address of school/establishment:	Qualification/subject:	Award(s) and classification:	Dates attended from and to (Month/Year):

Other Relevant Continuing Professional Development

Course:	Course Provider:	Dates attended from and to (Month/Year):

Supporting Statement

Please provide a written statement of no more than 600 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

Present School/Employer:	
Name:	
Role:	
Address:	
Postcode:	
Telephone:	
Email:	

Other Professional Reference:	
Name:	
Role:	
Address:	
Postcode:	
Telephone:	
Email:	

Priest or Other Reference:	
Name:	
Role:	
Address:	
Postcode:	
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 school's Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the school's Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details below.

Name:

Relationship(s) to you:

Disclosure

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Have 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 in the box below.

Data Processing Consent

I agree to my personal data being shared as stated in the school's privacy notice and in the notes set out in the appendix to this form? (Yes/No)

Right to Work in the UK

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide 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 the Notes to Applicants.

I confirm that I am legally entitled to work in the United Kingdom and that I will promptly provide documentary evidence of such entitlement when requested? (Yes/No)

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) 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.

Name:

Signature:

Date:

Important Additional Information

This application form is based on The Catholic Education Service model.

DBS and Safeguarding

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

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.

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.

Language requirements for public sector workers.

The ability to communicate with members of the public in accurate spoken [English / Welsh] 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.

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. Schools / Academies / Colleges of a Religious Character are permitted, where recruiting for teaching posts, to give preference to applicants who are Catholic. If you are a practising catholic, you should nominate, as one of your referees, your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest’s reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

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.

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.

- 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, and the Catholic Education Service with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is listed on our school website and you can contact them with any questions relating to our handling of your data.
- We require the information we have requested on this form in order to process your application for employment.
- To the extent that you have shared any special categories of personal data this will not be shared with any third party except as detailed above, unless a legal obligation should arise.
- 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.
- 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.
- 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.
- You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.
- To read about your individual rights you can refer to our fair processing notice and data protection policies.
- 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 through the school website. 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.