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| 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: |  |
| How did you hear about this vacancy? TES, Suffolk Jobs Direct, Indeed, etc |  |

# Personal details

|  |  |  |
| --- | --- | --- |
| Title: (Mr, Mrs, Miss, etc) | Forename(s): | Surname: |
| Former names (e.g., maiden name or where any previous change of name/s): | | Preferred Name: |
| Address: | | National Insurance number: |
| Telephone Numbers Home:  Mobile: | | Email Address: |

# Employment Details

|  |
| --- |
| What is your current employment status? Employed/Unemployed /Other (Please specify) |
| For teaching posts, do you have qualified teacher status? Yes/No  DfE Teacher reference number: |

# Current/Most Recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | | |
| Brief summary of your main duties & responsibilities: |  | | |
| Name and address of current employer: |  | Date of appointment: |  |
| Notice period/Date left: |  | Current gross annual salary:  (pro rata if p/t & FTE) |  |
| Reason for leaving: |  | | |

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| TEACHING POSTS ONLY – CAREER HISTORY **in chronological order starting with the most recent employment,** please supply a full history of all employment, including any voluntary work, setting out the nature of role responsibilities 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. | | | | | | | |
| Position held |  | | From:  To: | |  | | |
| Name of school and address |  | | Salary on leaving | |  | | |
| Nature of role & responsibilities |  | | Reason for leaving | |  | | |
| Position held |  | | From:  To: | |  | | |
| Name of school and address |  | | Salary on leaving | |  | | |
| Nature of role & responsibilities |  | | Reason for leaving | |  | | |
| Position held |  | | From:  To: | |  | | |
| Name of school and address |  | | Salary on leaving | |  | | |
| Nature of role & responsibilities |  | | Reason for leaving | |  | | |
| Position held |  | | From:  To: | |  | | |
| Name of school and address |  | | Salary on leaving | |  | | |
| Nature of role & responsibilities |  | | Reason for leaving | |  | | |
| Position held |  | | From:  To: | |  | | |
| Name of school and address |  | | Salary on leaving | |  | | |
| Nature of role & responsibilities |  | | Reason for leaving | |  | | |
| **Please continue on a separate sheet if necessary** | | | | | | | |
| NON-TEACHING POSTS – CAREER HISTORY **in chronological order starting with the most recent employment,** please supply a full history of all employment, including any voluntary work, setting out the nature of role responsibilities and start and end dates of employment. | | | | | | | |
| **Position Held** | **Name & Address of Company** | **Nature of role and responsibilities** | | **Start date** | | **End date** | **Reason for leaving** |
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| **Please continue on a separate sheet if necessary** | | | | | | | |

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# GAPS IN EMPLOYMENT (if there are any gaps in your employment history, for example, looking after children, sabbatical year, please give details and dates)

|  |  |  |
| --- | --- | --- |
| Please outline/explain any periods of non-employment | | |
| From | To | Reason Given |
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# EDUCATION AND PROFESSIONAL QUALIFICATIONS

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| --- | --- | --- | --- |
| Secondary Education and Vocational Qualifications | | | |
| Qualification | School/College/Awarding Body | Year of award | Subjects and Grade |
| GCSE or equivalent: |  |  |  |
| ‘A’ level’ or equivalent: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Further and Higher Education | | | | |
| First Degree - University/College | From | To | Degree Name/Subjects Studied | Qualification |
|  |  |  |  |  |
|  |  |  |  |  |
| Higher Degree - University/College | | | | |
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| Teaching Qualification (if applicable)  University/College | | | | |
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| Additional Professional Qualifications  Awarding Institution | | | | |
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PROFESSIONAL DEVELOPMENT

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| --- | --- | --- | --- | --- |
| Please provide details of any vocational qualifications, skills or training undertaken in the past 3 years which you consider to be relevant to the role for which you have applied. | | | | |
| Awarding/Training Institution | From | To | Area of study/research | Qualification Gained |
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| **Please continue on a separate sheet if necessary** | | | | |

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| SUPPORTING PERSONAL STATEMENT | |
| Please read the Job Description and Person Specification which lists the experience, knowledge and skills that we are looking for. Please give details of how you meet the criteria listed in the Person Specification, with specific examples of your experience where possible. | |
| Criteria | Evidence |
|  |  |

|  |  |
| --- | --- |
| SUPPORTING PERSONAL STATEMENT (Contd…..) | |
| Criteria | Evidence |
|  |  |
| How could you contribute to the wider life of the College? |  |

#### ADDITIONAL PERSONAL INFORMATION

|  |  |
| --- | --- |
|  | Please Delete |
| 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. Passport and/or Work Permits to confirm your right to work) | YES / NO |
| Have you lived and/or worked overseas more than three months in the last ten years? If yes, please give details; country and start and finish dates | YES / NO |
| 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**. | YES / NO |
| 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>. | |
| 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.** | YES / NO |
| 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.** | YES / NO |
| 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.** | YES / NO |
| **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. | YES / NO |
| 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: | YES / NO |
| Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Do you hold a current, full driving licence?  If Yes, please state the category and if it includes a D1 category: | YES / NO |
| Does your driving licence have any endorsements? If Yes, please give details: | YES / NO |
| Do you require any reasonable adjustments to be made to facilitate you attending interview? If ‘yes’, please provide details: | YES / NO |
| Please use this space to provide any additional information related to the above (if necessary): | |

|  |  |
| --- | --- |
| REFERENCES | |
| Please give details of TWO referees, 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 note that references will not be accepted from relatives or from those writing solely as a friend. References will be sought on shortlisted candidates prior to interview, unless for exceptional reasons. **Please note that for professional teaching references, you must include the Headteacher of your current or most recent employer.**    If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case. 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 |
| May we contact them prior to interview if we decide to invite you for interview?  Yes No  If no, please give your reasons: | May we contact them prior to interview if we decide to invite you for interview?  Yes No  If no, please give your reasons: |

DATA PROTECTION

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Privacy Notice and Data Protection policy. If you succeed in your application and take up employment with the College, the information will be used in the administration of your employment.

DECLARATION

I agree that, in accordance with the Data Protection Act, 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, 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.

I certify that the information that I have entered is true and accurate, 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 disqualifying me from appointment, dismissal or disciplinary action by the governors of St Joseph’s College.

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council for England, or the Teaching Regulation Agency).

I am aware that the post for which I am applying, is exempt from the Rehabilitation of Offenders Act 1974 and therefore if appropriate, 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, cautions or bind-overs in a sealed envelope marked confidential.

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

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| Logo  Description automatically generated  EQUAL OPPORTUNITIES MONITORING |
| The College is an Equal Opportunity employer and operates policies with the aim of ensuring that unfair discrimination does not take place in recruitment. The College recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. 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 form will be kept separately from your application. This information is confidential and does not form part of your application. You are under no obligation to complete this form but if you do, you agree that, under the Data Protection Act 1998 and 2018, 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. |
| Position Applied For: |

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| **White:** | | | | |
| ❑ British | ❑ Irish | ❑ Any other white background \* | | |
| **Mixed:** | | | | |
| ❑ White and Black Caribbean | ❑ White and Black African | ❑ White and Asian | ❑ Any other mixed background\* | |
| **Black or Black British:** | | | | |
| ❑ Caribbean | ❑ African | ❑ Any other Black background \* | | |
| **Asian or Asian British:** | | | | |
| ❑ Indian | ❑ Pakistani | ❑ Bangladeshi | ❑ Any other Asian background \* | |
| **Chinese or Other Ethnic Group** | | | | |
| ❑ Chinese | ❑ Other Ethnic Group \* | | | |
| \* Please specify | | | | |
|  |  |  |  | |
| **Age** | ❑ Under 24 | ❑ 25-34 | ❑ 35-44 | |
|  | ❑ 45-54 | ❑ 55-64 | ❑ 65+ | |
| **Gender – please specify:** | | | | |
|  | | | | |
| **Do you consider yourself to have a disability?** | | ❑ Yes | | ❑ No |
| If Yes, please state nature of disability: | | | | |
| The Equality Act 2010 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 or Belief: | | | | |
| Sexual orientation: | | | | |
| **Signature:** | | **Date:** | | |