

ST. JUDE'S CATHOLIC PRIMARY SCHOOL

Worsley Mesnes Drive, Wigan, WN3 5AN

SUPPORT STAFF APPLICATION FORM

VACANCY DETAILS

Job Title	
Where did you hear about this vacancy?	

The details supplied by you on this form are confidential, and will form part of the personnel record of the successful candidate.

PERSONAL DETAILS

Title:	
First name(s):	
Last name:	
Known as:	
Previous name(s):	
Date of Birth:	
Address:	
Postcode:	
Contact Number:	
Email address:	
National Insurance Number:	

ELIGIBILITY TO WORK IN THE UK

In line with the amendment to the Immigration, Asylum, and Nationality Act 2006 current legislation means that every employer must check that a prospective employee has the correct eligibility to work in the UK as it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. A copy of the evidence will be taken and kept on the personnel record of any successful candidate.

Do you have an entitlement to work in the UK? YES NO

OTHER APPLICANT DETAILS

Are you currently, or have you previously been employed by St Jude's Primary School or Wigan Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Religious Denomination/ Faith:	
If yes, please provide dates from and to and reasons for leaving (if applicable):	Date from:
	Date to:
	Reason for leaving (if applicable):
Are you related to a Governor or staff member at St Jude's Catholic Primary School?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details:	Name:
	Relationship to you:

DISMISSALS

Have you ever been dismissed from any employment for any reasons other than redundancy?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES please give details, including dates, reasons and employer.

REHABILITATION OF OFFENDERS

You are applying for a position which involves working with children and young people or is a position of trust. This post meets the requirements for a criminal record history check (DBS check, previously called a CRB check) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order (as amended in 2013).

You are required to declare within your application whether you have any convictions (including spent convictions), cautions, reprimands or final warnings which would not be filtered in line with the guidance, and the details.

This means you must declare the following on your application form:

- Cautions given less than 6 years ago (if you were over 18 at the time of caution)
- Cautions given less than 2 years ago (if you were under 18 at the time of caution)
- If you have more than one conviction, all convictions must be declared (all convictions will appear on the DBS certificate, no conviction will be filtered)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (if you were over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (if you were under 18 at the time of conviction)
- Cautions and convictions relating to an offence from the list agreed by Parliament.

This list includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. For more information please see:

www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check

Any failure to disclose the appropriate information could result in the withdrawal of an offer of employment, dismissal or disciplinary action by St Jude's. The information you provide will be treated in confidence and will not be considered by the recruiting manager until after an offer of employment has been made.

DECLARATION

Have you at any time received, or do you have pending, a caution, bind-over, reprimand, final warning or conviction?

Yes No

If yes, please state:

DETAILS OF ANY PREVIOUS OFFENCES

Nature of Offence/s (i.e. Conviction, caution, bind-over, reprimand, warning or allegation)	Offence/s	Date of Offence/s	Disposal (if known)

If you are successful in being appointed to the post, you will be required to apply for a DBS check from the Disclosure and Barring Service. Guidance on how to do this will be provided following appointment. Failure to comply with the request to apply for a DBS check could result in your conditional offer of appointment being withdrawn.

A DBS check will reveal any convictions, cautions, reprimands or final warnings that are not subject to 'filtering' as listed above.

Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at www.gov.uk/dbs or alternatively a copy is available on request.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

SAFEGUARDING CHILDREN	
<p>St Jude's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.</p> <p>We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring Service (DBS) check along with other relevant employment checks.</p> <p>Please answer the following questions. Incomplete or misleading responses may jeopardise your possible employment.</p>	
Have you ever completed an enhanced DBS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, please provide the date</i>	Date: <input style="width: 100%;" type="text"/>
Have you been barred from working with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you listed under Section 142 of the Education Act 2002	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you subject to any sanctions imposed by a professional regulatory body, e.g. the General Teaching Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you aware of any reasons why you would not be considered as suitable to work with children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of a police investigation for anything relating to the safety of children, young people and / or your place of employment? <i>If yes, please give details of dates and circumstances (including 'spent' convictions)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you lived, worked or been on holiday outside of the UK in the proceeding ten (10) years and stayed in any one country for a period of more than 3 months? <i>If yes, you may be required to obtain an overseas check from police or judicial authorities, government departments or your Home Embassy in the country or countries concerned if you are successful at interview</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

REFERENCES

Please provide the names and contact details of at least two referees who can comment on your suitability for this position. At least one should be your current or most recent employer; the other should be someone who has known you in a professional capacity.

If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.

If you have been previously employed in a school, one referee MUST be the Headteacher.

References will not be accepted from relatives, or persons who only know you as a friend.

Current or previous employers will be asked about disciplinary investigations and procedures relating to children including any child protection concerns. Please be aware that we reserve the right to contact previous employers to verify particular experience or qualifications whether or not you have included them as a referee.

References are normally sought prior to interview. The references will ask your current / previous employer about any disciplinary offences relating to children.

Our preference is to request references by email – please provide an email address where possible

1. CURRENT OR MOST RECENT EMPLOYER

Please tick this box if you do not want this referee to be contacted prior to interview

Name		Job Title	
Capacity in which you know referee			
Organisation			
Email address			
Telephone Number			
Address			
Is the referee your relative or partner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

2. PREVIOUS EMPLOYER / LAST EMPLOYER IN WHICH YOU WORKED WITH CHILDREN

Please tick this box if you do not want this referee to be contacted prior to interview

Name		Job Title	
Capacity in which you know referee			
Organisation			
Email address			
Telephone Number			
Address			
Is the referee your relative or partner	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

EMPLOYMENT HISTORY

Please list all jobs held starting with the most recent.

There should be no gaps in your employment and education history. Please indicate where you were and the dates of any gaps you may have.

CURRENT / MOST RECENT EMPLOYER

Organisation / Company Name	
Job Title	
Address	
Salary	
Date from (dd/mm/yyyy)	
Date to (dd/mm/yyyy) (if applicable)	
Period of notice required (if applicable)	
Reason for leaving	
Please provide brief details of duties and responsibilities	

Please list all other jobs held, starting with the most recent, (whether directly or through an employment agency). **There should be no gaps in your employment and education history.**

PREVIOUS EMPLOYMENT EXPERIENCE						
Name of previous employers	Employer address and contact number	Job Title & Salary	Date from (dd/mm/yyyy)	Date to (dd/mm/yyyy)	Reason for leaving	Please provide brief details of duties and responsibilities
<p>IF THERE ARE ANY PERIODS OF TIME THAT HAVE NOT BEEN ACCOUNTED FOR, FOR INSTANCE, PERIODS OF TRAVEL, OR CARING FOR OTHERS PLEASE GIVE DETAILS OF THEM HERE WITH DATES. THE INFORMATION PROVIDED MUST PROVIDE A COMPLETE CHRONOLOGY FROM THE AGE OF 16; PLEASE ENSURE THAT THERE ARE NO GAPS IN THE HISTORY OF YOUR EMPLOYMENT AND OTHER EXPERIENCE.</p>						

EDUCATION AND TRAINING

Apart from giving details of formal education and qualifications, mention any short/non-qualification courses that you may have attended to improve your knowledge and skills, if they are relevant to the job you are applying for. Successful applicants will be required to provide proof of qualifications

School / College / University	Qualification	Result / Grade	Date Obtained

RELEVANT TRAINING

Date	Course Title	Organising Body

MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Level & method of membership	Membership Number	Date of Membership

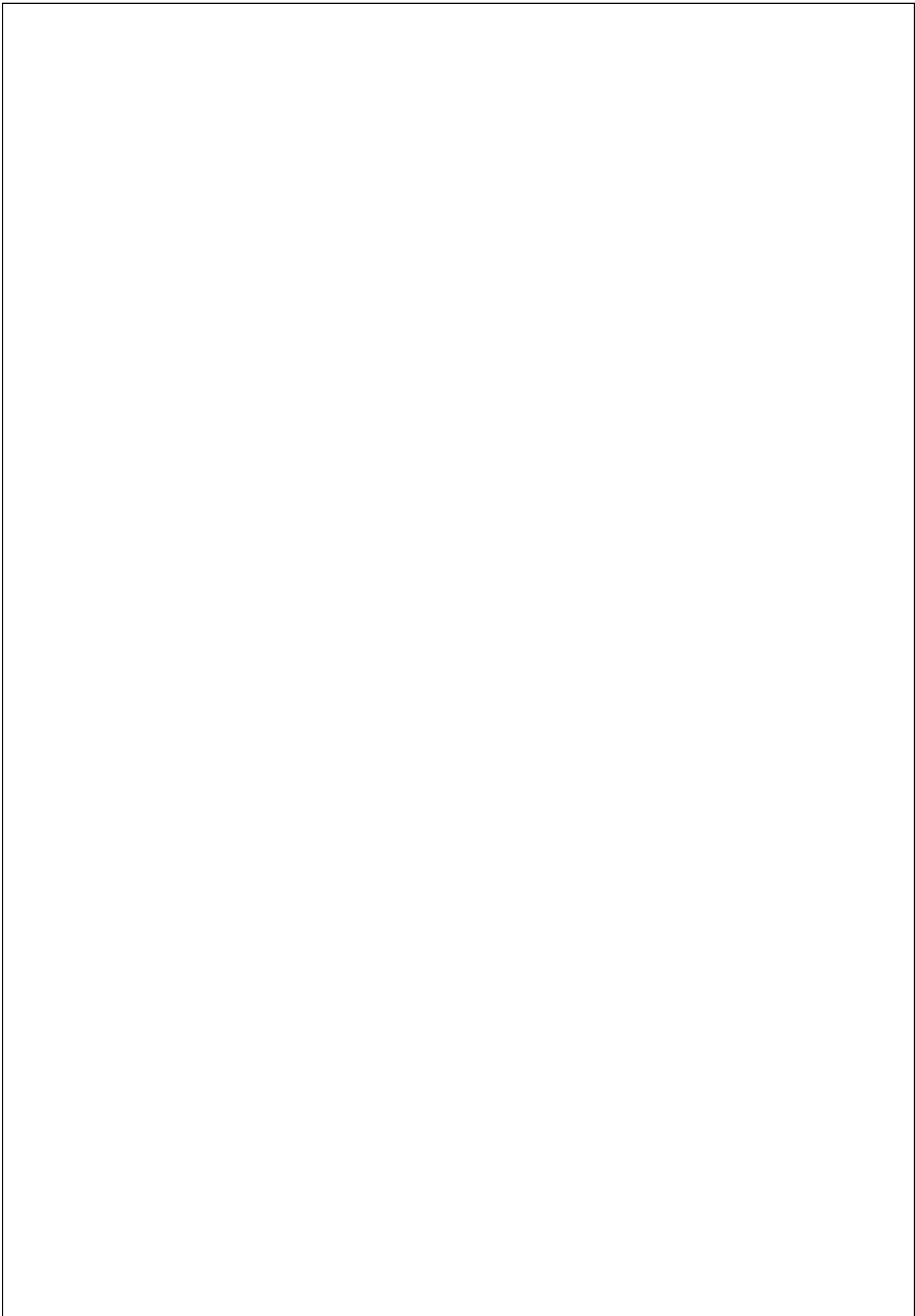
You will be asked to bring documents verifying your identity and qualifications to interview

SUPPORTING INFORMATION - SKILLS, KNOWLEDGE AND EXPERIENCE

This section of the application form is very important, as this is where you demonstrate your suitability for the job. Read through the advertisement and the job description to get a clear view of what the job involves. The person specification describes the necessary skills, experience and qualifications we are looking for. Pay particular attention to those areas on the person specification described as essential.

Make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

- Ensure that the information you provide is well organised and relevant
- It should show to that extent you have gained the skills and experience necessary for the post
- Give specific examples of the work you have been involved in, how you went about it and the outcome
- Always remember to specify your responsibilities rather than those of your section or department



DISCLOSURE

In line with the Data Protection Act 1998, in signing the declaration you agree to us disclosing information such as your name to the Department of Education and / or the Department for Works and Pensions for statistical purposes, this information will not be retained or processed for any other purpose. Once the recruitment process is completed the hard copy data will be kept for 6 months and the computerised record of these details kept for 12 months.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I confirm that the information contained in this application is correct. I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected that I may be dismissed without notice for withholding, or giving false information if I have already been appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes in accordance with the Data protection Act 1998 and subsequent legislation.

Please note the employer for this position is St Jude's Catholic Primary School.

Signed	
Date	

EQUALITY AND DIVERSITY

It is the employer's policy to ensure all appointments are made on merit. The details that you disclose under this section are for monitoring purposes only and to ensure that our recruitment processes remain fair for all applicants. The information you provide will be removed before shortlisting begins and be held in accordance with the General Data Protection Regulation (GDPR) for the purposes of anonymous reporting; this information will also form part of the successful candidate's HR record.

MONITORING EQUALITY & DIVERSITY

Gender		Is your gender the same as at birth?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sexual Orientation		Religion	
Ethnic Origin			

CARING RESPONSIBILITIES

Is there anyone who relies upon you for care AND that you assist with their daily routine?

Yes No

If yes, please indicate who you provide such care for?

Adults (18 over) Children

DISABILITY STATUS

Anyone who is registered as disabled and meets the essential criteria on the person specification is guaranteed an interview. If you are shortlisted for interview, we will ask if you require any adaptations to the interview process.

Do you consider yourself to be disabled?

Yes No Prefer not to say

Please specify any arrangements we can make to assist you if you are invited for interview/assessment