

ST JOSEPH'S PREPARATORY SCHOOL

Job Application Form

This form should be used to apply for a job role advertised. This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

This form must be received prior to the specified closing date and is available in other formats on request. For queries about the role, your application or to submit this form, please use the details provided in the advertisement.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

Vacancy Details						
Job Title	Teacher					
School	St Joseph's Preparatory Sch	St Joseph's Preparatory School				
Personal Details	<u>s</u>					
Surname(s)						
Forename(s)						
Title						
NI Number						
DBS No:						
DBS Date:						
Home Address						
Home Tel. No.	Mot	oile Tel. No.				
Email Address						
Teaching Staff Only	Teacher Reference number (Df	ES) (if known)				

Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

-		
Employer		
Job Title		
Start Date	End Date	
Reason for Leaving		
Address of employer / brief details of duties and responsibilities		
Employer		
Job Title		
Start Date	End Date	
Reason for Leaving		
Address of employer / brief details of duties and responsibilities		
Employer		
Job Title		
Start Date	End Date	
Reason for Leaving		
Address of employer / brief details of duties and responsibilities		
Employer		
Job Title		
Start Date	End Date	
Reason for Leaving		
Address of employer / brief details of duties and responsibilities		

Education

Provide details of your education history, starting with your most recent / current experience a	and
working back. Please account for any gaps. Continue on a separate sheet if necessary.	

Establishment	
Start Date	End Date
Education Type (e.g. Degree)	
Establishment	
Start Date	End Date
Education Type (e.g. Degree)	
Establishment	
Start Date	End Date
Education Type (e.g. Degree)	
Establishment	
Start Date	End Date
Education Type (e.g. Degree)	

Qualifications / Training

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

Type / Level	Subject	Date Obtained	Result

References

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference.

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

It is the responsibility of the Applicant to ensure that all named referees have explicitly consented to providing a reference. Please be aware that a failure to obtain your referees' consent may result in your committing a data breach.

We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview.

Surname(s)					
Forename(s)					
Title					
Job Title					
Address					
Telephone No.					
Relationship to you					
Email Address					
Can we seek this reference you?	rence without further	consei	nt from	Yes	□ No
Surname(s)					
Forename(s)					
Title					
Job Title					
Address					
Telephone No.					
Relationship to you					
Email Address					
Can we seek this reference you?	rence without further	consei	nt from	Yes	□ No

Supporting Statement

lease provide a written statement detailing why you believe your experience, skills, personal qualities, aining and/or education are relevant to your suitability for the post advertised, and how you meet the erson specification applicable to the post.	

We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job.		
Do you consider yourself to be disabled?	☐ Yes	No
Do you require reasonable adjustments for your interview? If YES, provide details	☐ Yes	□ No
We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks on appointment and during their employment if required. The School requires you to undertake an Enhanced DBS disclosure and Barred List Check as this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013).		
You are required, before appointment, to disclose any relevant convictions, cautions or bind-overs including any 'spent convictions' and any pending police or criminal investigations. Disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and the relevance to the post. Non-disclosure may lead to termination of your employment.		
Do 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)?	☐ Yes	No
Are you currently under investigation, awaiting trial, verdict or sentencing in any criminal proceeding?	☐ Yes	□ No
Have you ever been the subject of an investigation or enquiry into the abuse of, or inappropriate behaviour with children or young people?	□ Yes	□ No
Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?	☐ Yes	□ No
If you have answered 'yes' to any of the above, please give full details including the offence and the date, continuing on a separate sheet if necessary:		
Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for.		
Are you related to, or have a personal relationship with a Governor or Employee of the School? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice	Yes	□ No
If YES, provide details.		
Immigration, Asylum and Nationality Act 2006 The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for, and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: (documentation that you can provide include: British Passport, EEA ID Card, a passport or travel document showing authorisation to reside and work in the UK) Should you be shortlisted you will be asked to bring this documentation to the interview or provide it on another date.		

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

I acknowledge that St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and to this end, hereby certify that I am not on the DBS Barred List, Sex Offenders Register, disqualified or prohibited from work with children, or subject to sanctions imposed by a regulatory body such as the NCTL and have no relevant convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to an Enhanced Disclosure and Barring Service check, a Barred List check and a Section 128 check (if relevant) if I am offered the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bind-overs against me will be disclosed along with any other relevant information which may be known to the police and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006. Please note that disclosures will take account of the amendments to the Exceptions Order 1975 (2013) which provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on filtering can be found here: https://www.gov.uk/government/collections/dbs-filtering-guidance

I agree to inform St Joseph's Preparatory School if I am arrested for or convicted of an offence after I take up any post within the School. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform St Joseph's Preparatory School if I become the subject of a police and/or social services (Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare that, to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal disclosure checks, and a medical assessment, all of which must be deemed by St Joseph's Preparatory School as satisfactory.

Joseph's Preparatory School as satisfactory.	
I also declare that I will not contact any member of St Joseph's Preparatory School to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details.	
Signed:	
Date:	
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Request to Process Your Personal Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure that 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. The person responsible for data protection within our organisation is the Data Protection Officer, and you can contact them with any questions relating to the handling of your data. You can contact via the school office.
- 2. We require the information we have requested on this form in order to process your application for employment.
- 3. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third parties, unless legal obligation should arise.
- 4. If your application is successful, the information that you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment with our organisation and afterwards in accordance with our data retention policy.
- 5. 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.
- 6. 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.
- 7. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Office that you wish to withdrawn your consent.
- 8. To read about your individual rights and/or complain about how we have collected and process the information you have provided on this form, you can make a complaint to our organisation by contacting the school office. If you are unhappy with how your complaint has been handled you can contact the, Information Commissioners Office via the website at: ico.org.uk

Request for your consent

Please ensure that you have read paragraphs 1-9 above and raised any relevant questions be	fore
providing your consent below	

•	I confirm that I have read and understood paragraphs 1-9 above and that I have been offered the opportunity to raise any relevant questions: Yes \square No \square
•	Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-9 above. \Box
•	I agree to my personal data being shared as stated in paragraph 4 above: Yes \square No \square

¹ Article 91(1) GDPR sets out special catergories of personal data as follows: personal date revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of generic 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

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes.

I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory:

- a) Verification of identity
- b) References
- c) DBS Certificate and check of the barred list/s (if applicable)
- d) Medical clearance
- e) Proof of eligibility to work in the UK
- f) Proof of qualifications and registrations.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

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.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature *	Date	

^{*}a signature is not required if this form is emailed from your given email address.