

# APPLICATION FORM NON-TEACHING STAFF

This form must be completed **in full** by all applicants. Additionally, you may also enclose a CV.

Post applied for: \_\_\_\_\_

## PERSONAL INFORMATION

Title: Dr Mr Mrs Ms Miss Other: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Previous Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Daytime): \_\_\_\_\_ Telephone (Evening): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Do you have the right to work in the UK? Yes No

Visa details (where appropriate, include any expiry date): \_\_\_\_\_

**CAREER HISTORY** – please give full details of your previous employment, self-employment and unpaid work since leaving secondary education, starting with your current/most recent job.

From (MM/YYYY)	To (MM/YYYY)	Name & address of employer	Position Held	Reason(s) for leaving

## GAPS IN EMPLOYMENT HISTORY

Please provide a brief explanation for any time when you were neither working nor in full-time education:

## PREVIOUS EMPLOYMENT MATTERS

Has your current or previous employer instigated disciplinary proceedings against you which have resulted in a warning or other disciplinary action which is still 'live'?

Yes No

If **YES**, please give details, including any pending proceedings, on a separate sheet.

## EDUCATION & QUALIFICATIONS – from GCSE or IB/A level (or equivalent) onwards

From (MM/YYYY)	To (MM/YYYY)	Name of School/College/University	Qualifications gained Subjects & grades	Date qualification awarded

## OTHER TRAINING & SKILLS

Do you have any other training or qualifications relevant to this post?

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Some positions require you to have a valid driver's licence. If relevant, please complete the questions below:

1. Do you hold a full driving licence? Yes      No      If YES, please go to item 2.
2. Please specify country of issue? \_\_\_\_\_
3. Do you hold a D1 licence (minibus)? Yes      No
4. Do you have any endorsements on your licence? Yes      No      (If yes, to be discussed at interview)

## OTHER INFORMATION

How many weeks' notice must you give your current employer? \_\_\_\_\_

If you have a disability, are there any special arrangements that would be required to enable you to attend an interview?

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## REFERENCES

Please provide the names and contact details of two professional referees who can provide references relating to your suitability for the post. One of the referees must be your current / most recent employer and must include the last school you have worked in, if applicable. If this is your first job application since completing full time education, one referee must be your school teacher or tertiary education tutor. References must be from a senior person with appropriate authority and knowledge of safeguarding and disciplinary matters. References from friends or relatives will not be accepted. If you have worked with children (either paid or on a voluntary basis) those employers will be asked about any disciplinary offences relating to children or if you were the subject of any child protection concerns.

**Candidates who have lived abroad in the last five years will be required to seek good conduct references, or equivalent from the countries in which they lived (normally for a period of 3+ months), as a pre-requisite of employment. Guidance on this can be found on <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>**

**REFERENCES**

A referee must be a senior person with appropriate authority and knowledge of safeguarding/disciplinary matters.

**First Referee** – can this referee be approached before first interview? Yes          No

Name: \_\_\_\_\_ Name of organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email (work): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

**Second Referee** – can this referee be approached before first interview? Yes          No

Name: \_\_\_\_\_ Name of organisation: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Email (work): \_\_\_\_\_ Telephone (work): \_\_\_\_\_

**SUPPORTING STATEMENT**

Please explain how you feel you meet the requirements of the job and person specification. Additionally, you may enclose a letter of application.

## DISCLOSURE AND BARRING SERVICE CHECKS - DECLARATION

Are you registered with the DBS update service? Yes          No

St Clare's complies fully with the DBS Code of Practice.

As the job for which you are applying involves opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen by the HR Department. Disclosure will usually be kept until conclusion of the application process and a short period thereafter before being destroyed. If you would like to discuss this beforehand, please telephone in confidence to the HR Department for advice.

Please disclose any unspent or 'unprotected' spent convictions, cautions, reprimands or warnings, including any disqualifications or sanctions in relation to working with children. Please note that 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 the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

You should also let us know if you are currently the subject of any Police Investigations following allegations made about you. Any information disclosed will be considered proportionately and will not necessarily prevent employment but may need to be taken into account.

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

**Failure to declare any convictions, cautions, reprimands or warnings (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

Please tick one of the following boxes:    **I have nothing to declare**          **I enclose a confidential statement**

## 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 (full details can be found in the College's Privacy Notice for Job Applications). If you take up employment with the College, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.

## DECLARATION

I understand that any offer of employment will be conditional upon satisfactory screening of all pre-appointment checks (including but not limited to, references, Prohibition, DBS and overseas checks).

I understand that my personal data, including sensitive personal data, will be used in the processing of this job application in accordance with the College's Privacy Notice for Job Applicants which I have read and understood.

I declare that the information I have given and any supporting documentation in this application form is accurate and true. I understand that providing misleading or false information may disqualify me from appointment or if appointed, may result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## HOW DID YOU HEAR ABOUT THIS JOB/VACANCY?

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**Completed applications and CV should be emailed to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)**