



**SCHOOL SUPPORT STAFF APPLICATION FORM  
FOR POST IN A CATHOLIC CHURCH SCHOOL**  
*(Before completing this form please read Notes to Applicants on page 7)*

**1. PERSONAL DETAILS**

Application for the position of .....

Full / Part Time / Job Share *(delete as appropriate)*

At ..... VA School

Where the Governing Body is the employer of staff

In ..... Local Authority

In the Archdiocese/Diocese of .....

Surname..... Title .....

Christian/First Names .....Known as.....

Any former name(s) you have been known by (Christian/first/surname) .....

Date of Birth<sup>1</sup> ..... Religious denomination or Faith<sup>2</sup> .....

Address .....

.....

If you have lived at this address for less than five years, please list all other addresses you have lived at, with dates during this period

.....

.....

.....

Telephone Numbers: Home ..... Work ..... Mobile .....

Email Address .....

<sup>1</sup> The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005  
<sup>2</sup> The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003

How do you prefer to be contacted? .....

National Insurance Number .....

Do you need a work permit? YES  NO

If so, give details, including expiry date .....

**2. PRESENT OR MOST RECENT EMPLOYMENT**

Name of employer ..... Local Authority, if appropriate .....

Post title ..... Present/ most recent annual salary .....

Date of appointment ..... Permanent or temporary.....

Notice required.....

Main duties and responsibilities of your current or most recent post .....

.....  
.....  
.....  
.....

Reason for leaving .....

.....

Are you a member of the Local Government Pension Scheme? YES  NO

**3. PREVIOUS EXPERIENCE**

List your previous posts starting with the most recent. Please include all full-time, part-time and voluntary work.

Employer's name & address & nature of business	Full or part-time	Job title and brief description of duties undertaken	Dates employed		Reason for leaving
			From Month/Year	To Month/Year	

**4. OTHER EXPERIENCE**

If there are any periods of time not accounted for, for example, time spent raising a family or extended travel, please give details, with dates, here. The information you provide on this form should provide a complete chronology from the age of 18.

.....  
.....  
.....

**5. REFERENCES**

Please give details of at least 2 and up to 3 referees who are able to describe your suitability for this post. One should be your present or most recent employer, unless you have not worked before. In the case of a Catholic applicant, you may wish to include your Parish Priest / Priest of the Parish where you regularly worship.

References will not be accepted from those writing solely in the capacity of friends or from relatives. References will be taken up before interview.

(i) Name .....  
Occupation .....  
Address .....  
.....

(ii) Name .....  
Occupation .....  
Address .....  
.....

(iii) Name .....  
Occupation .....  
Address .....  
.....

If any of your referees knew you by another name write that name(s) in this space.....

The Governing Body reserves the right to take up references with any previous employer.

Are you or your spouse or civil partner related by blood, marriage or as a co-habitee to any member of the Governing Body? YES  NO

If so, please give their name and state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice.

.....



**10. REHABILITATION OF OFFENDERS ACT 1974**

If you have no convictions, simply enter "NIL". If you have been convicted of a criminal offence, the details must be on a separate sheet of paper in the format below, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked confidential. Please see the **Notes for Applicants** for guidance.

Date of conviction / pending hearing	Offence	Sentence

**11. DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature .....

**12. MEDICAL HISTORY**

How many days sickness absence have you had in the last 2 years? .....  
(Exclude maternity related sickness)

Please provide any details you feel are relevant .....  
.....

**13. DISABILITY MONITORING**

Definition of disability *'a physical or mental impairment which has a substantial and long term effect on a person's ability to carry out normal day to day activities'*.

Do you have a disability, on-going medical condition or treatment that we should be aware of?

YES  NO

Please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview.

If you are registered disabled, please state your number .....

*This does not form part of the selection process.*

**14. DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature ..... Date .....

*(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract a copy of which will be provided to you for information if you are shortlisted).*

**15. ASYLUM AND IMMIGRATION ACT 1996**

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the **Notes for Applicants**.

## NOTES TO APPLICANTS

1. Date of Birth: The Governing Body does not discriminate on grounds of age. Date of birth and dates requested are in line with the recommendations of *Safeguarding Children: Safer Recruitment and Selection in Education Settings*, DfES 1568-2005, July 2005.
2. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.
3. Before signing this form, please ensure that every section has been completed.
4. The form should be returned as instructed in the details of the post.
5. Applicants should attach a separate statement in support.
6. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
7. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing Body is the employer and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract of employment.
8. **Rehabilitation of Offenders Act 1974:** You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.
9. **Asylum and Immigration Act 1996: Upon taking a post applicants should provide one of the following from the list of official documents:**
  - a. A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service (or their Northern Ireland equivalents), showing your name and National Insurance number. This could be a P45, a pay slip, a P60, a National Insurance card or a letter issued by one of the Government bodies concerned.
  - b. A passport describing you as a British citizen or as having the right of abode in or an entitlement to readmission to the United Kingdom.
  - c. A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that you have the right of abode in the United Kingdom.
  - d. A certificate of registration or naturalisation as a British citizen.
  - e. A birth certificate issued in the United Kingdom or in the Republic of Ireland.
  - f. A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which describes you as a national of that State.
  - g. A passport or other travel document endorsed to show that you are exempt from immigration control, have indefinite leave to enter, or remain in, the United Kingdom or have no time limit on your stay; or a letter issued by the Home Office confirming that you have such status.
  - h. A passport or other travel document endorsed to show that you have current leave to enter or remain in the United Kingdom and are not precluded from taking the employment in question; or a letter issued by the Home Office confirming that this is the case.
  - i. A United Kingdom residence permit issued to you as a national of a State which is a party to the European Economic Area Agreement.
  - j. A passport or other travel document endorsed to show that you have a current right of residence in the United Kingdom as the family member or a named national of a State which is a party to the European Economic Area Agreement and who is resident in the United Kingdom.
  - k. A letter issued by the Immigration and Nationality Directorate of the Home Office indicating that you are a British citizen or have permission to take employment.
  - l. A work permit or other approval to take employment issued by Work Permits (UK) or, in Northern Ireland, by the Training and Employment Agency.
  - m. A passport describing you as a British Dependent Territories citizen and which indicates that the status derives from a connection with Gibraltar.

## RECRUITMENT MONITORING INFORMATION

Post title ..... School.....

Last name(s) .....Christian/First name(s) .....

Date of birth .....<sup>3</sup>

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post.

THE INFORMATION PROVIDED WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND THIS SECTION WILL BE DETACHED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING.

The categories below are in line with the Commission for Racial Equality guidance

### 1. Ethnic origin

*I would describe my ethnic group as:*

#### 1. White

- British   
English   
Scottish   
Welsh   
Irish   
Any other White background  
Please specify .....

#### 4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Bangladeshi   
Indian   
Pakistani   
Any other Asian background   
Please specify .....

#### 2. Black, Black British, Black English Black Scottish or Black Welsh

- African   
Caribbean   
Any other Black background  
Please specify .....

#### 5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

- Chinese   
Please specify.....

#### 3. Mixed

- White & Asian   
White & Black African   
White & Black Caribbean   
Any other Mixed background   
Please specify .....

#### 6. Other ethnic group

- Other ethnic group   
Please specify .....

### 2. Gender

- Female   
Male

THE INFORMATION CONTAINED ON THIS FORM WILL BE HELD ON A COMPUTER FILE

<sup>3</sup> The Governing Body does not discriminate on grounds of age

**Data Protection Act**

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

**Signed** .....

**Date** .....



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