 **APPLICATION FORM**

The completed form should be returned to:

Email – [enquiries@st-pauls.org.uk](file:///C%3A%5CUsers%5Cdw2%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CI6SCQQRP%5Cenquiries%40st-pauls.org.uk)

By Post - Recruitment, St. Paul’s Catholic School, Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN

|  |  |
| --- | --- |
| **POST APPLIED FOR:**  | Click here to enter text. |
| **Full Time:**[ ]  | **Part Time**:[ ]  | **Job Share:**[ ]  |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TITLE:** | Ms [ ]  | Mrs [ ]  | Miss [ ]  | Mr [ ]  | Dr [ ]  | Other:*Please state* Click here to enter text. |
| **SURNAME:**  | Click here to enter text. | **PREVIOUS SURNAME(S):** | Click here to enter text. |
| **FORENAME(S):** | Click here to enter text. |
| **Religious Denomination/Faith:** | Click here to enter text. |
| **ADDRESS:**  | Click here to enter text. |
| **POSTCODE:** | Click here to enter text. |
| **Telephone** | **Home:** Click here to enter text. | **Work:** | Click here to enter text. |
| **Mobile:** Click here to enter text. | **Email:** | Click here to enter text. |
| **How do you prefer to be contacted?** | Click here to enter text. | **NI number**: | Click here to enter text. |

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| **Teacher ref no.** | Click here to enter text. | **Date of qualification as a Teacher?** | Click here to enter a date. |
| **Do you have Qualified Teacher Status (QTS)** | Click here to enter text. | **QTS Certificate No:** | Click here to enter text. |
| **DBS No:** | Click here to enter text. | **DBS Check Date:** | Click here to enter a date. |

**CURRENT OR LAST POST**

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| **Employer’s name and address:** | Click here to enter text. |
| **Telephone number:** | Click here to enter text. |
| **Date appointed:** | Click here to enter a date. |
| **Job title and brief outline of main duties:** | Click here to enter text. |
| **Salary:** | Click here to enter text. |
| **Grade/allowances:** | Click here to enter text. |
| **Notice required:** | Click here to enter text. |

**PREVIOUS EMPLOYMENT HISTORY (chronological order)**

Please explain any gaps in your employment history (e.g. due to a period of education, travelling, unemployment, bringing up a family).

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| --- | --- | --- | --- | --- | --- |
| **Previous Employer & Place of Work** | **Position** | **Full or Part Time** | **Salary Scale** | **Dates of Employment** | **Reason for Leaving** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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PREVICHING E

**PREVIOUS NON-TEACHING EMPLOYMENT (chronological order)**

Please explain any gaps in your employment history (e.g. due to a period of education, travelling, unemployment, bringing up a family).

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| --- | --- | --- | --- | --- |
| **Name & address of employer** | **From** | **To** | **Job title & brief outline of main duties** | **Brief reason for leaving & final salary** |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. |

**EDUCATIONAL ATTAINMENT (chronological order)**

Please include subjects and grades attained for both GCSEs and A Levels.

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| --- | --- | --- | --- | --- | --- |
| **Name of School (aged 16+), College, University etc.** | **From** | **To** | **Examinations taken or to be taken (with dates)** | **Subject** | **Qualifications obtained, including grade / classification** |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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**PROFESSIONAL DEVELOPMENT**

Give details of most recent, relevant courses attended and indicate any awards earned

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| **Course title** | **Provider** | **Duration** | **Dates** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**PROFESSIONAL MEMBERSHIPS**

Please list any relevant professional bodies of which you are a member

Click here to enter text.

Click here to enter text.

**REFERENCES**

Please give the names and address of two referees, one of whom should be your current (or most recent) employer. A referee who is a current or former employer should have full access to your personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

Schools/Colleges of a Religious Character are permitted, where recruiting for teaching posts, to give preference to applicants who are Catholic. If you are a practising Catholic, you should nominate, as one of your referees, the Parish Priest of the parish where you regularly worship.

If you are a Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee) provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism. In requesting a Priest’s reference or baptismal information, it is not our intention to deter applicants and non-Catholics are welcome to apply.

**It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference.**

Can we contact them before your interview? (\*Delete as appropriate)

Job offers are always subject to the receipt of satisfactory references

Current/last employer: Yes [ ]  No[ ]  Second referee: Yes[ ]  No[x]

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| --- | --- | --- |
|  | **Current/last employer** | **Second referee** |
| **Name:** | Click here to enter text. | Click here to enter text. |
| **Post title:** | Click here to enter text. | Click here to enter text. |
| **Business Address** | Click here to enter text. | Click here to enter text. |
| **Telephone number:** | Click here to enter text. | Click here to enter text. |
| **Email:** | Click here to enter text. | Click here to enter text. |
| **In what capacity do you know the above?** | Click here to enter text. | Click here to enter text. |
| **Parish Priest/Priest of the Parish where you regularly worship (if applicable)** |
| **Name:** | Click here to enter text. |
| **Address** | Click here to enter text. |
| **Telephone Number:** | Click here to enter text. |
| **Email:** | Click here to enter text. |

**SUPPORTING STATEMENT**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying. (Please continue on separate sheet if necessary)

Click here to enter text.

**ADDITIONAL INFORMATION**

1. How many days absence from work have you taken in the past two years?
2. Do you hold a current valid driving licence? Yes[ ]  No[ ]
3. Where did you see this post advertised?
4. Are you known to any governor or member of St. Paul’s staff? Yes [ ]  No[ ]

 If YES, please state name of the person and the nature of the relationship.

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| DISCLOSURE OF CRIMINAL CONVICTIONS |
| The post for which this application applies is considered exempt by the virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are therefore required to disclose any convictions, cautions, warnings and reprimands including motor vehicle related offences, including convictions that would otherwise be considered ‘spent’. A conviction will not necessarily bar you from obtaining employment. Failure to disclose any criminal convictions, in the event of your employment, may result in disciplinary action or dismissal.  |
| **I have no criminal convictions**  |
| Signature: Click here to enter text. |
| **I have attached details of criminal convictions** |
| Signature: Click here to enter text. |
| Date: Click here to enter a date. |

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| DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING CHECKS |
| The Governing Body is obliged by law to operate a checking procedure for employees who have access to children and young people.Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.YES[ ]  NO[ ]  [Tick applicable box].If yes, please provide details: By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): [ ] In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service (“DBS”): [ ]  |

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| **ASYLUM AND IMMIGRATION ACT 1996** |
| In accordance with Section 8 of the Asylum and Immigration Act 1996, an employer is required to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. You will therefore be requested to produce one of the following documents before the commencement of your employment.• A document issued by a previous employer, the Inland Revenue, the Benefits Agency, the Contributions Agency or the Employment Service which states the National Insurance number of the person named.• A passport describing the holder as a British Citizen or as having the right of abode in - or an entitlement to re-admission to - the United Kingdom.• A passport containing a Certificate of Entitlement issued by or on behalf of the Government of the United Kingdom certifying that the holder has the right of abode in the United Kingdom.• A certificate of registration or naturalisation as a British Citizen.• A birth certificate issued in the United Kingdom or the Republic of Ireland.• A passport or a national identity card issued by a State which is party to the European Economic Area Agreement and which describes the holder as a national of that State.***I declare that I am legally entitled to live and work in the United Kingdom, and I will be able to produce appropriate documentation***. |
| Signature: Click here to enter text.Date: Click here to enter a date. |

CLOSURE OF CRIMINAL CONVICTIONS

**REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA**

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| In compliance with the General Data Protection Regulation (GDPR), we wish to ensure 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. We are St. Paul’s Catholic School.
2. Being a Catholic education provider we work closely with Northampton Diocese with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organisation is Mr. M Manley and you can contact them with any questions relating to our handling of your data. You can contact them by DPO@st-pauls.org.uk.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. 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.
8. 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.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Officer (see 3 above) that you wish to withdraw your consent.
10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by Contacting the Data Protection Officer. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

**Request For Your Consent**Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below. * I confirm that I have read and understood paragraphs 1-12 above and that I have been offered the opportunity to raise any relevant questions: YES[ ]  NO[ ]  [Tick applicable box].
* Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-12 above [ ] .
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above:

 Yes[ ]  No[ ]  [Tick as applicable]. |

**I certify that, to the best of my knowledge, the information provided and the statements made in this application are factually correct and I understand that any false information may, in the event of employment, result in disciplinary action or dismissal.**

Signed: Click here to enter text.

Date: Click here to enter a date.

**Any personal data entered on this form may be held electronically**

*The Governing Body of St. Paul’s strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated with confidence and will be used for statistical purposes only. Your co-operation in its completion is therefore welcome and helpful.*

*Please tick the following boxes, as appropriate*

**Gender**

I am: Male[ ]  Female[ ]

**Disability**

A disability is defined under the Equalities Act 2010 when you have a “physical or mental impairment which has a substantial and long term negative effect on your ability to do normal daily activities”.

Do you consider yourself to have a disability? Yes [ ]  No [ ]

**Ethnic Origin**

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK Citizens can belong to any of the groups indicated. The codes are the agreed 2001 Census codes.

(a) White British [ ]

 Irish [ ]

 Any other White background [ ]

(b) Mixed White and Black Caribbean [ ]

 White and Black African [ ]

 White and Asian [ ]

 Any other mixed background [ ]

(c) Asian or Asian British Indian [ ]

 Pakistani [ ]  Bangladeshi [ ]

 Any other Asian background from within (c) [ ]

(d) Black or Black British Caribbean [ ]

 African [ ]

 Bangladeshi [ ]  Any other Asian background within (d) [ ]

(e) Other Ethnic Group Chinese [ ]

 Any other ethnic group [ ]

 Not stated [ ]

|  |  |
| --- | --- |
| **Full Name** Click here to enter text. | **Date of Birth:** Click here to enter a date. |

**OFFICE USE ONLY: Reason for selection/non-selection**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Shortlisting stage | Yes |  | No |  |
| Interview Stage | Accepted |  | Reject |  |
| Appointment Stage | Accepted |  | Refused offer |  |