Office use:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Confidential** | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| St Bede’s Roman Catholic High School  **Application for Employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remember, the information you give in this application is our only way of knowing whether you’re suitable for the job or not.  Please complete in black ink or type. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Post applied for: | | | | | | | | | | | | |  | | | Teacher Number: N/A | | | | | | | | | | | | | | | | |
| Please state where you saw the vacancy advertised: | | | | | | | | | | | | | Date Passed NQT: N/A | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title: Mr/Mrs/Miss/Ms  Surname: | | | | | | | | | | | | |  | | | Forename(s): | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |  | | | E-mail: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Work telephone: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | Home telephone: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | |
| Post code: | | | | | | | | | | | | |  | | | Mobile telephone: | | | | | | | | | | | | | | | | |
| **Education, job related qualifications and specialised training (please use separate sheet if needed)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School/college | | | | | | | |  | | Qualifications/training | | | | | | | | |  | Subject | | | |  | | Grade | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
|  | | | | | | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | |
| **Present/most recent job** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job title: | | | | |  | | | | | | | | | | | |  | Employer's name and address: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Date started/left  if applicable: | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Weekly wage/salary: | | | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Notice required: | | | | | |  | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reason for leaving/wishing to leave: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employment background** Please detail in date order all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary school or college and explanations for any gaps (if applicable) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From month/year | | To month/year | | | | | Place of work/employer (if applicable) | | | | | | | | | Scale/grade | | | | | | | Title/  responsibility | | | | | Reason for leaving | | | | |
|  | |  | | | | |  | | | | | | | | |  | | | | | | |  | | | | |  | | | | |
|  | |  | | | | |  | | | | | | | | |  | | | | | | |  | | | | |  | | | | |
|  | |  | | | | |  | | | | | | | | |  | | | | | | |  | | | | |  | | | | |
|  | |  | | | | |  | | | | | | | | |  | | | | | | |  | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **References** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please give the name and address of two people we can approach for reference. One of these should be your current/most recent employer. References from relatives or friends will not be accepted. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (1) Name: |  | | | | | | | | | | |  | | (2) Name: | | | | | | |  | | | | | | | | | | | |
| Position: |  | |  | | | | | |  | |  | Position: | | | | | | |  |  | | |  | |  | | | | | |
| Address: (including post code) | | | | | | | | | | | |  | | | Address: (including post code) | | | | | | | | | | | | | | | | | |
| Telephone no: | | | | | | | | | | | | Telephone no: | | | | | | | | | | | | | | | | | |
| E-mail: | | | | | | | | | | | |  | | | E-mail: | | | | | | | | | | | | | | | | | |
| In line with safer recruitment guidance references will be obtained once shortlisting has been completed prior to interview. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |
| In the event that you wish for references not to be obtained prior to interview you should contact the HR Manager to explain your reasons. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disability**  **Do you consider that you have a disability under the Equality Act 2010?**  “A physical or mental impairment which has a substantial and long-term adverse effect on the individual’s ability to carry out normal day-to-day activities.” | | | |
| Yes |  | No |  |
| Prefer not to say |  |  |  |

|  |  |
| --- | --- |
| **In the event that your application is shortlisted for interview please state if you require any adjustments or support.** |  |

|  |  |
| --- | --- |
| Are you related to or a close friend or partner of an employee or Governor of the school. If Yes please give details | Person: |
| Relationship/Connection: |

**Relevant skills, knowledge and experience**

|  |
| --- |
| Please use this page to show how you meet items on the person specification. Continue on an additional sheet if necessary ensuring you write your full name, the title of the job you are applying for on the on the top of each additional sheet of paper used. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Have you ever been convicted of any criminal offence? Yes | | | |  | No |  |  |
| If yes, please give details: | | | | | | | |
|  | | | | | | | |
| Are you disqualified from working with children or vulnerable adults and/or subject  to any sanctions imposed by a regulatory body i.e. GSCC, List 99,  POCA/POVA Lists or the new barred list under the Independent Safeguarding Authority? Yes | | | |  | No |  |  |
|  | | | | | | | |
|  | | | | | | | |
| National Insurance Number:  Date of Birth:  (used for establishing any gaps in education and employment) | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| Current legislation means that you will need to provide documentary evidence (for example your passport and National Insurance number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this before you take up the job.  In accordance with the Act, you should be aware that the personal details submitted with this application form, will be used only for selection and interview purposes and for employment records if your application is successful. | | | | | | | |
|  | | | | | | | |
| **Declaration**  I certify that the information given on this form is, to the best of my knowledge, correct and complete, and I understand that by deliberately giving false or incomplete answers, I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police. All forms submitted on line will need to be signed in the interview process. | | | | | | | |
| Signature: |  | Date: |  | | | | |

**How to Apply.**

Please note that application forms must be downloaded online, and returned by email to [careers@stbedesblackburn.com](mailto:careers@stbedesblackburn.com). Please visit **http://www.stbedesblackburn.com/latest/vacancies/** for further details

|  |
| --- |
| Office use only: |