

ST BERNARD'S HIGH SCHOOL

Headteacher: Mrs A Moise-Dixon
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Please read the notes on page 4 before completing the application form.

Application for the post of:

PERSONAL DETAILS (Block letters please)

Surname and Title:	Forenames:
Religious Denomination:	Date of Birth:
Address:	N.I. Number:
	Work Tel. No:
	Mobile Tel. No:
Email Address:	Home Tel. No:
If you have lived at this address for less than 5 years please list all other addresses for this period:	
Work Permit details and dates (if appropriate):	

PRESENT EMPLOYMENT

Employer's Name and Address:	Job Title:	
	Date Appointed:	
	Grade:	Salary:
	Notice required:	
Brief outline of present duties:		

RECRUITMENT MONITORING

Please state where (or how) you first learned of this vacancy:

PREVIOUS EMPLOYMENT (continue on a separate sheet if necessary)

Employer	From	To	Job Title	Salary/Grade	Reason for Leaving

OTHER EXPERIENCE – please include any periods of time not accounted for e.g., looking after children, travelling.

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EDUCATION AND TRAINING

Establishment Attended (Full Name and Address)	Full/ Part time	Qualifications Obtained	Dates Attended	
			From	To

LEISURE PURSUITS (please give brief details of your interests)

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DETAILS IN SUPPORT OF APPLICATION

Please give any other information in support of your application. (*Continue on a separate sheet if necessary*)

REFERENCES

Please give names and addresses of two persons or companies to whom reference may be made. One referee should be your present or most recent employer. References will not be accepted from those writing solely in their capacity of friends or relatives. **References will be taken up before interview.**

(a) Name and Address: Email: Position: Tel. No:	(b) Name and Address: Email: Position: Tel. No:
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Notes: If either of your referees knew you by another name, please give details.

Are you (or your spouse/civil partner) related by marriage, blood or as a co-habitee to any member of the Governing Body of St Bernard’s High School? YES/NO
 If YES, please state the name of the person(s) and relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:

DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature:

REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter “NIL”. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper 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 to Applicants** for guidance.

Date of Conviction/pending Hearing	Offence	Sentence

CRIMINAL RECORDS BUREAU

In the event of a successful application an Enhanced Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry may be made to the Criminal Records Bureau about the existence and content of any criminal record.

Signature:.....

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:

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed in the **Notes to Applicants**.

I confirm that I am legally entitled to work in the UK.

Signature:

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.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily.

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.

I understand that under legislation for the Protection of Children, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of any criminal record. I also confirm that I am legally entitled to work in the United Kingdom.

Signature: Date:

NOTES TO APPLICANTS

1. Applicants completing a printed version of this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating the section number of the question.
2. Date of Birth: The Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. This is requested in line with best safeguarding practice including ‘Safeguarding Children: Safer Recruitment and Selection in Education’, DfE/1568 2005.
3. The Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.
4. Before signing this form, please ensure that every section has been completed.
5. The form should be returned as instructed in the details of the post.
6. Applicants should attach a separate statement in support where necessary.
7. Applications will only be acknowledged if a stamped addressed envelope is enclosed.
8. 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. A copy of this contract can be emailed to you if you are shortlisted.
9. Rehabilitation of Offenders Act 1974: You must declare *all* convictions that you have, including motoring offences and all convictions that have become “spent”.
10. Immigration, Asylum and Nationality Act 2006: Before taking a post applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.
 - a. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - b. A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - c. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - d. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
 - e. A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.
11. All applicants must note that in accordance with the safeguarding vulnerable groups’ regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, required for people working or volunteering with children. Accordingly, applicants are put on notice that no offer of employment will be made until the results of checks from the appropriate body have been received.

RECRUITMENT MONITORING INFORMATION

Post title:	School:
Last name(s):	First name(s):
Date of birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

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 Equality & Human Rights Commission's guidance.

ETHNIC ORIGIN

I would describe my ethnic group as:

1. White	4. Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
English <input type="checkbox"/>	Indian <input type="checkbox"/>
Scottish <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Welsh <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>
Irish <input type="checkbox"/>	(please specify)
Any other White background <input type="checkbox"/>	
(please specify)	
2. Black, Black British, Black English, Black Scottish or Black Welsh	5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh
African <input type="checkbox"/>	Chinese <input type="checkbox"/>
Caribbean <input type="checkbox"/>	Any other Chinese background <input type="checkbox"/>
Any other Black background <input type="checkbox"/>	(please specify)
(please specify)	
3. Mixed	6. Other ethnic group
White & Asian <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>
White & Black African <input type="checkbox"/>	(please specify)
White & Black Caribbean <input type="checkbox"/>	
Any other Mixed background <input type="checkbox"/>	
(please specify)	

DISABILITY MONITORING

The Equality Act 2010 which came into force in October 2010, places specific and general statutory duties, on all authorities (e.g. local authorities; governing bodies of further and higher education institutions, colleges and universities; and governing bodies of educational establishments maintained by local educational authorities (including schools), to promote disability equality. In order to assist us with our statutory duties, we would be grateful if you could advise whether you have a disability. Please note that you are not obliged to disclose such information but that any information given will be used for monitoring purposes only. It will remain confidential and will not be passed to third parties.

The definition of disability is 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), 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:

THE INFORMATION CONTAINED IN THIS FORM MAY BE HELD ON A COMPUTER FILE.

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.

Signature:

Date: