**Application Form**

**Section One - Personal Details**

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| Post applied for |  | Where did you see this vacancy advertised? |  |
| Surname and Title |  | Forename(s) |  |
| Previous names, including dates used |  | National Insurance No. |  |
| Current address |  | Postcode |  |
| Contact phone number |  | Email address |  |
| Religious Denomination \* |  | | |
| Do you have the right to work in the UK? | | Yes ☐ No ☐  If no, please provide details separately. | |
| Have you lived outside the UK in the last 5 years?  (If yes, we will need to obtain a Police Certificate of Good Conduct from the applicable Country) | | Yes ☐ No ☐  If yes, please provide details separately. | |
| To the best of your knowledge, are you related to, or have a close personal relationship with any employee or governor at St Catherine’s? | | Yes ☐ No ☐  If yes, please provide details separately. | |
| Are there any special arrangements and/or adjustments required if you are shortlisted? | | Yes ☐ No ☐  If yes, please specify i.e. ground floor venue. | |

\*St Catherine’s is an equal opportunities employer. Unless stated otherwise, this post is open to all applicants regardless of religion/faith denominations, who are in sympathy with the Catholic ethos of our school. This data is collected in order that we can fulfil various requirements, such as census information as required by the Diocese of Westminster.

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| Please answer the next questions only if applying for a teaching post. | |
| Do you have qualified teacher status (QTS)? If yes, please state your DfE Reference No. | Yes ☐ No ☐ |
| Age group or Key Stages that you have taught |  |
| Main teaching subject or subjects |  |
| What additional subjects can you offer? |  |

**Section Two - Present or Most Recent Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Job title |  | Employer’s name & address |  |
| Date started |  | Notice period |  |
| Leaving date |  | Reason for Leaving |  |
| Salary |  | Additional allowances |  |
| Description of duties |  | | |

**Section Three - Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Starting with the most recent first, record all periods of work including placements and voluntary work. | | | | |
| Dates | | Position Held | Employer’s Name and Address | Reason for Leaving |
| From | To |
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| Please explain any gaps in your employment history. | | | | |
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**Section Four - Overseas Living/Working**

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| --- | --- | --- | --- |
| Overseas Living/Working (please provide details of any periods, of three months or more, where you have lived or worked overseas in the last five years). | | | |
| Dates | | Address, including region and country | Reason for time overseas |
| From | To |
|  |  |  |  |
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**Section Five - Education, Qualifications and Training**

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| --- | --- | --- | --- |
| **Secondary and Higher Education** | | | |
| Please list all educational achievements, e.g. A Level, diploma, degree, etc. You will be asked to provide documentary evidence at the interview stage. | | | |
| Date | | Name of Institution | Qualifications and Grades Obtained |
| From | To |
|  |  |  |  |
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| --- | --- | --- | --- |
| **Other Academic or Professional Qualifications** | | | |
| Date | | Name of institution | Qualifications and Grades Obtained |
| From | To |
|  |  |  |  |
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**Section Six – Letter to the Headmistress**

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| Please attach a separate letter to the Headmistress, which should include the reasons why you wish to apply for this position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application. |

**Section Seven - References**

|  |  |  |
| --- | --- | --- |
| Please give the details of three people from whom reference may be sought prior to interview. If you are currently working in an educational setting, your first referee must be the Head. | | |
| **Referee One** | **Referee Two** | **Referee Three** |
| Full name, including title: | Full Name, including title: | Full Name, including title: |
|  |  |  |
| Organisation’s Name and Address: | Organisation’s Name and Address: | Organisation’s Name and Address: |
|  |  |  |
| Years known and relationship to you: | Years known and relationship to you: | Years known and relationship to you: |
|  |  |  |
| Phone Number: | Phone Number: | Phone Number: |
|  |  |  |
| Email Address: | Email Address: | Email Address: |
|  |  |  |

**Section Eight - Rehabilitation of Offenders Act 1974**

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| All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website, see [here](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).  Prior to the interview, shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.  You must declare any relevant information, failure to do so could result in the withdrawal of a job offer, dismissal or disciplinary action. |

**Section Nine - Declaration**

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| --- | --- | --- | --- |
| * I confirm the above information is complete and accurate and I understand that any offer of employment is subject to further vetting checks as appropriate, including but not limited to a) references that are satisfactory to the school, b) a satisfactory DBS certificate and check of the Barred List, c) verification of information on this form, including qualifications, and d) a satisfactory medical report. * I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. * I confirm I have not been disqualified from working with children and/or cautioned or sanctioned in this regard. * I understand and accept I will be required to sign a hard copy of my application on attendance at interview. | | | |
| Signature: |  | Date: |  |

Please return your completed application form and letter to the Headmistress (Section Six) to [recruitment@stcatherineschool.co.uk](mailto:recruitment@stcatherineschool.co.uk)

**St Catherine School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, and volunteers to share this commitment.**