

The Sisters of the Sacred Hearts of Jesus and Mary



Application for Employment - Teaching

Whether or not a CV or other documentation is attached, please complete this form in full.

If you have a disability that affects the written completion of this form, please inform us so that an alternative format may be arranged.

Post applied for:	Service/Place of work:
Full or Part-time:	If Part-time, hours per week required:
How did you hear about this vacancy?	

Personal Details

Surname:		Preferred title Mr / Mrs / Miss / Ms / Other:
First name(s):		
Former names(s)* (if applicable):		
Address:		
		Post Code:
Home Tel No:	Work Tel No:	Mobile No:
E-mail address:		
National Insurance Number*:		

* Required for full identification purposes

Education, Training and Qualifications

Secondary and further education, plus training courses relevant to the job for which you are applying.

School / College / University and/or Training Course	Dates from-to. (Please account for any gaps in the dates range)	Examinations / Subjects / Course Qualifications / Certificates Awarded

Membership of Professional Organisations

Professional organisation	Grade and date of membership

Participation in Voluntary, Recreation or General Interest Groups

Name of organisation	Offices held

Current/Most Recent Position Held

Name and address of employer:	
	Tel No:
Nature of business:	Job title:
Key tasks, responsibilities and achievements:	
Starting date:	Leaving date:
Starting salary:	Current/leaving salary:
Period of notice required or available start date:	

Details of present salary and scale

Please supply all information requested as appropriate

If teaching – Name & address of Authority (or employing body)		
Name & address of School /College		
Type of establishment		
No. on Roll (approx)		Age Range
Post		Date Appointed
Pay Point	Allowances	Total Salary

Previous Employment

Starting with your job before the current/most recent one, give details of your employment history including any periods of time not spent in employment (please account for any gaps).

Employer – Name, address and nature of business	Job title and key tasks/responsibilities	Date From	Date To

Continue on a separate sheet if necessary.

Experience, Skills, Abilities and Career Aspirations

Please tell us how you think you meet the requirements for this job. You may wish to use details of your previous jobs, voluntary work, other activities or your personal interests. This is your opportunity to tell us more about your achievements and your aspirations for your future career.

Continue on a separate sheet if necessary.

Other Information (please put a ring around the answer you wish to give)

Do you have a partner or any family or relatives working for this Organisation?	YES / NO
(If yes please give their name and where they work)	
Would you be willing to undergo a medical examination?	YES / NO
If you have a disability will you require any form of assistance to enable you to participate in the recruitment process equally and fully?	YES / NO
If YES please describe any reasonable adjustments we need to be aware of in advance.	
Are you able to travel during the course of your work?	YES / NO
Do you have a driving licence?	YES / NO
If YES, is it;	PROVISIONAL / FULL / HGV / PSV
If required, have you a permit to work in the UK?	YES / NO / Not Applicable
If YES, Permit No Expiry date (NB proof of your eligibility to work in the UK will be asked for at interview stage).	

The nature of the work for which you are applying requires an Enhanced DBS with Barred List Check and means that it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions that, for other purposes under the Act, are regarded as spent other than certain spent convictions and cautions which are 'protected' and are not subject to disclosure to employers, and cannot be taken into account under the amendments to the Exceptions Order 1975 (2013).

Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website. Please also see 'Applicant's Guide to the DBS Checks and Childcare Disqualification' enclosed.

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES / NO
Have you any pending criminal charges?	YES / NO
Are you on the DBS adult's or children's barred list, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the National College for Teaching and Leadership?	YES / NO
Have you ever been the subject of any child protection concern either in your work or personal life, which resulted in disciplinary action or a police investigation, including any which is time expired?	YES / NO

If 'YES' to the above, please provide details on a separate sheet in a sealed envelope marked 'confidential'.

Other Information continued

Date recognised as qualified by DfE/National College:		
DfE/S.E.D/D.E (N. Ireland) Ref. No:		
GTC/National College No:		
CRB/DBS Enhanced Disclosure No	Issued by	Date Of Issue

References

Please give details of two referees - one must be your present or last employer.

Name	Name
Address	Address
E mail address	E mail address
Tel No	Tel No
Position	Position
May we approach them now? Yes / No	May we approach them now? Yes / No

Declaration

I certify that, to the best of my belief, the information I have supplied is true and complete. I understand that any false information or failure to disclose health problems, disqualifications, criminal convictions or prosecutions pending may disqualify me from employment or render me liable to summary dismissal. I confirm that I have notified my referees and have their permission to share their contact details with the organisation.

I understand that this organisation reserves the right to verify claims made in this application process and if successful I consent to the organisation requesting my sickness and disciplinary records from my previous employer and an enhanced DBS check on me

I agree to the retention of my personal data gathered during the recruitment process and for at least 6 months after the interviews have taken place, in line with the organisations privacy statement.

Signature

Date.....

**The Sisters of the Sacred Hearts of Jesus and Mary
are committed to equal opportunities**

Thank you for your application.

Supplementary Declaration for those who will work in Childcare.

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018 disqualify certain people from; providing early years childcare, or later years childcare to children who have not attained the age of eight, or being directly concerned in the management of that childcare.

This means that the following categories of staff in nursery, primary or secondary school settings are covered by the Childcare (Disqualification) Regulations 2018:

- staff who provide care or education work in early years settings during the school day (including teachers and support staff working in school nursery and reception classes);
- staff working in later years provision who provide care outside school hours for children under the age of 8 - such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

In addition to inclusion on the Children's Barred List, the wider disqualification criteria include:

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults ('relevant offences');
- grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering;

All applicants for posts included in the above categories are asked to complete this declaration form. We will look at the information after short listing in order to give the candidates a chance to discuss any declaration.

The completed form should be submitted along with the application form in a sealed envelope marked 'Confidential – Childcare Declaration form'.

Name: Date of Birth:

Position applied for: Date of application:

Are you disqualified from working in childcare under any of the criteria described above? YES / NO

If YES please provide details here.

NOTE: Individuals who are disqualified can usually apply to Ofsted for a waiver of disqualification if they wish. **Please see the guidance on the accompanying document 'Applicant's Guide to the DBS Checks and Childcare Disqualification'. If you are unsure then please ask.**

Headteacher details – appendix to the application form

Head ship Qualifications

Have you achieved the National Professional Qualification for Headship? Yes/No

Date of accreditation _____

If you have not achieved NPQH this will not preclude you from being considered as an excellent candidate for this post provided this is not your first-time Headteacher post. Governors and the Trustees would encourage you to apply for and study to achieve this qualification.

Headteacher standards

In your application please provide evidence of the range of work and experience that you have to show that you meet the national Headteacher standards as well as the person specification provided.

References

If you are currently working as a Headteacher in a local authority school you should provide a reference from the authority as well as the Chair of Governors.

If you are currently a serving Deputy Headteacher then one of the referees should be your Headteacher and the other from a Governor.

In all cases a third reference is required from your parish Priest, Vicar or other religious leader to demonstrate your commitment to your faith and to give their opinion of your suitability to lead a catholic school. We will also ask them whether they feel that you have an inclusive and respectful approach when dealing with other people in the community.