



## SAINT AMBROSE COLLEGE

11-18 State-funded Independent Catholic Grammar School  
Principal: J M Keulemans BSc (Hons) NPQH



**Confidential**

### **Support Staff Application Form**

*(Before completing this form please read Notes to Applicants on page 12)*

<b>First Name:</b>	<b>Surname:</b>
<b>Application for post of:</b>	

Applicants completing this form who find they need extra space should use a separate sheet of paper to complete their answer, clearly stating your name and the section number of the question.

Please note that St Ambrose College is a non-smoking environment.

St Ambrose College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to a probationary period and DBS check.

It is the responsibility of the applicant to ensure receipt of the application form.

## 1. PRESENT/MOST RECENT EMPLOYMENT

Application for the position of:

At Saint Ambrose College, Hale Barns, Cheshire WA15 OHE

State-funded Independent Catholic Grammar School

Saint Ambrose College Edmund Rice Academy Trust.  
Company incorporated in England & Wales,  
No. 7827963. An exempt charity



Details of most recent Employer:

Post Title:

Date appointed:

Notice required or date left:

Reason for Leaving:

Main duties and responsibilities:

*(please continue on another page should you need to)*

Are you a member of a Local Government Pension Scheme?

## 2. PERSONAL DETAILS

<b>Surname:</b>	<b>Title:</b>
<b>First name(s):</b>	<b>Known as:</b>
<b>Any former name(s) (first or surnames):</b>	<b>Date of Birth<sup>1</sup>:</b>
<b>Religious Denomination / Faith<sup>2</sup>:</b>	
<b>Address:</b>	
<b>Post code:</b>	
<b>If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates.</b>	

<b>Telephone Numbers:</b>	<b>Home:</b>	<b>Mobile:</b>	<b>Work:</b>
<b>Email Address:</b>			
<b>How do you prefer to be contacted?</b>			
<b>Landline/mobile/email</b>			
<b>National Insurance Number:</b>			

<sup>1</sup> The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005.

<sup>2</sup> The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.

### 3. Post- Age 11 Education And Training

Please give information about education received in this country or abroad, academic and vocational qualifications obtained including degrees, with class and division, in chronological order starting with the most recent. Please include postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended  Full Name & Address	Full or Part Time	Qualifications, date award made and Awarding Body	Dates Attended incl Month / Year	
			From	To

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (e.g. occupational courses, First Aid, ICT etc.), stating length of courses. Please continue on a separate sheet if necessary.

### 4. Details of Present Salary and Scale

Please supply all information requested as appropriate.

<b>Gross Annual Salary:</b>	<b>Grade (e.g. NJC point):</b>
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## 5. Employment Experience

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

Employer Name/Address	Post held and short description of Responsibilities held	Dates Employed		Reason for Leaving
		Month / Year	Month / Year	
		From	To	

Are there any periods of time that have not been accounted for, for instance, periods spent raising a family or of extended travel, please give details of them with dates. The information provided in this form must provide a complete chronology from the age of 16; please ensure there are no gaps in the history of your employment and other experience.

Are there any gaps in your employment history? YES/NO

If yes, please give details of dates and reason:-

## 6. Professional Bodies

Please give details of any professional body of which you are a member.

## 7. Driving Licence Details

Do you hold a full current UK licence?	
If yes, when qualified?	
Do you hold a PCV, D1 and / or D licence qualification?	

## 8. Other Relevant Experience

Please give details of all other relevant / unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc.)

Employment / Experience	Employer / Location	Responsibilities	Dates Month / Year		Reason for leaving
			From	To	

## 9. Interests & Hobbies

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## 10. Supporting Statement

Please provide a statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised and how you meet the person specification. You should also pay particular attention to the job specification for the position for which you are applying.

## 11. Recruitment Monitoring

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

## 12. Medical History

The successful Candidate may be required to attend a medical or to provide details from GP.

### 13. References

Please nominate at least two or three referees. In the case of a Catholic applicant, one referee should be your Parish Priest/Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. If you are not currently working with children, one referee should be your most recent school/college employer. References will not be accepted from those writing solely in their capacity of friends or relatives. References will be taken up before interview unless agreed otherwise.

<b>Name:</b>	<b>Address:</b>
<b>Designation:</b>	
<b>Telephone:</b>	
	<b>Post code:</b>
	<b>Email:</b>

<b>Name:</b>	<b>Address:</b>
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	<b>Email:</b>

<b>Name:</b>	<b>Address:</b>
<b>Designation:</b>	
<b>Telephone:</b>	
	<b>Post code:</b>
	<b>Email:</b>

**Notes: (i) We reserve the right to take up references with any previous employer without seeking your express permission**

**(ii) If any of your referees knew you by another name, please specify that name(s).**



Are you (or your spouse/civil partner) related by marriage, blood or as a cohabitee to any member of the Governing Body (Board of Directors) or existing employees of the Governing Body?	
If yes, please give their name & state relationship. Failure to disclose such a relationship may lead to disqualification or dismissal without notice:	

**14. 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 Independent Safeguarding Authority’s ‘Barred List’ (previously List 99 / POCA List / Disqualification orders)

Signature: .....

**15. 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, ending 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.

**Please complete with the word ‘NIL’ or details of the offence below:-**

Date of conviction / pending hearing	Offence	Sentence

## 16. 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: .....

## 17. 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: .....

## 18. 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 on-going 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: .....

## 19. 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. You may also be referred to the Police, if appropriate.<sup>3</sup>

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 acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ..... Date: .....

<sup>3</sup>The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2002.

## **Notes to Applicants**

- 1. Applicants completing 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 Employment Equality (Age) Regulations 2006 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', DfES/1568 2005.**
- 3. The Governing Body complies with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.**
- 4. Before signing this form, please ensure that EVERY section has been completed. Any electronic signature will be deemed as an original signature for the purposes of the application.**
- 5. The form should be returned as instructed in the details of the post.**
- 6. Applicants should attach a separate statement in support.**
- 7. Applications will be acknowledge via email. It is the responsibility of the applicant to ensure receipt.**
- 8. Applicants are reminded that this is an application for a post in a State-funded Independent Catholic Grammar School where the incorporated academy trust is the employer and that the post will be subject to the terms and conditions of the appropriate contract of employment or post description, duties and responsibilities provided for this application.**
- 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 Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.**

**(f) 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. Any signed contract of employment or starting work is all times subject to the receipt of various external checks and references mentioned herein and should they not be to the satisfaction of the Governing Body, your employment shall be deemed to be terminated without notice.**

## Recruitment Monitoring Information

Post title:	Saint Ambrose College.
Last name(s):	First name(s):
Date of birth <sup>4</sup> :	Gender:

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.**

These categories are in line with the Equality & Human Rights Commission's guidance.

<sup>4</sup>The Governing Body does not discriminate on grounds of age.

## 1. Ethnic Origin

I would describe my ethnic group as:

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

## 2. Gender

My gender is:    Male         Female

### 3. Disability Monitoring

The Disability Discrimination Act 2005 and the Equality Act 2010, place specific and general statutory duties on all public authorities 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 or not. 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.

The definition of disability is 'a 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 <input type="checkbox"/> No <input type="checkbox"/>
If yes, 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:.....

*This does not form part of the selection process.*

The information contained in this form may be held on file.

<p><u>Data Protection Act</u></p> <p>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.</p> <p>Signature: ..... Date: .....</p>
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