



**CONFIDENTIAL**  
**SUPPORT STAFF APPLICATION FORM**

**Application for the position:**

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**1. Personal Details:**

Surname:

Any former names:

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.....

Christian/First Name(s):

Title:

.....

.....

Address:

.....

.....

Postcode:.....

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:

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Telephone numbers:

National Insurance Number:

.....

.....

Email address:

Work permit details and expiry date, if appropriate:

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**2. Details of Current Post:**

Designation of current post:

Name of current employer:

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Address:

.....

.....

Postcode: .....

Full or Part Time:

Date of appointment to employer

.....

.....

Salary:

Notice required or date left, as appropriate:

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.....

Permanent or Temporary:

.....

### 3. Professional Experience:

Please give details of all employment, unpaid experience, or unaccounted time after the age of 16, in chronological order, most recent first (e.g., family duties, voluntary work). Please ensure that there are no gaps in the history. **CVs are not acceptable.**

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

### 4. Professional Bodies:

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

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### 5. Education and Training:

Please give information about education and training received in this country or abroad; academic and vocational qualifications obtained including degrees, with class and division; and Teaching Certificates, in chronological order starting with the most recent, **this should include secondary school history including exams taken and grades achieved.** Please include postgraduate and professional qualifications. You will be required to produce evidence of qualifications attained.

Establishment attended (full name and address)	Full or Part Time	Qualifications, with date award made and Awarding Body	Dates attended Month/Year	
			From	To

**6. Driving Licence details:**

Do you hold a full current UK licence?  No

If yes, what type of licence? Private/light goods  HGV  Class

Do you hold a PSV licence, which would allow you to drive a school minibus? Yes  No

**7. Professional Development/Courses:**

Please list any professional development and courses in which you have been involved in the past three years and which you consider relevant to this application.

Date	Title of course	Duration

**8. Suitability for role:**

Please give details of why you consider yourself to be suitable for the role applied for.

**9. Interests/Hobbies:**

**10. References:**

Please nominate three referees. 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 or teacher training college (if NQT). References will not be accepted from those writing solely in the capacity of friends or relatives. References will be taken up before interview.

Name: ..... Designation: .....

Address: .....  
.....

Email address: ..... Telephone: .....

Name: ..... Designation: .....

Address: .....  
.....

Email address: ..... Telephone: .....

Name: ..... Designation: .....

Address: .....  
.....

Email address: ..... Telephone: .....

**11. Disclosure of Criminal and Child Protection Matters:**

The Board of Governors is obliged by law to operate a checking procedure from 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 DfES Children's Barred List (information held under Section 142 of the Education Act 2002).

Signature: .....

**12. Safeguarding Children & Rehabilitation of Offenders Act 1974:**

St. Mary’s College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for this position will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

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.

Date of conviction/pending hearing	Offence	Sentence

**13. Disclosing & Barring Service:**

In the event of a successful application, an Enhanced Disclosure (with Enhanced Barred List checks when the post involves regulated activity) will be sought from the Disclosure and Barring Service in relation to Criminal and Child Protection matters. A conviction will not necessarily be a bar to gaining employment.

Please sign here if you agree that the appropriate enquiry be made.

Signature:.....

**14. Immigration, Asylum and Nationality Act 2006:**

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

Signature:.....

**15. Data Protection Act 2018 (DPA 2018):**

I hereby give my consent for personal information 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 2018 (DPA 2018).

Signature:.....

**16. 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.

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 that I claim to hold.

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

Signature: .....

Date: .....

Thank you for completing this form. We will consider all the information you have provided us carefully and will then select applicants that we wish to interview.

*Please note: Commencement of employment will be conditional on satisfactory completion of medical questionnaire.*