



Mount Carmel
Roman Catholic High School

A family of faith & learning



Application Form for

Assistant Headteacher

Advanced Skills Teacher

Teaching Posts

**Community and Voluntary Controlled
Schools**

**Voluntary Aided/Foundation
Schools**

Lancashire
County
Council



Some schools
are excluded
as commitment
is on an
individual basis

Headteacher: Ms Caroline Farrelly

www.mountcarmelhigh.co.uk

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Accrington, Lancashire BB5 0LU

01254 233458

office@mountcarmelhigh.lancs.sch.uk

APPLYING FOR A JOB WITH LANCASHIRE COUNTY COUNCIL

IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form, as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regard to employment.

Please note that we are only able to employ nationals of European Economic Area (EEA) countries, citizens of Switzerland and those legally entitled to work in the UK. Lancashire County Council does not hold a sponsorship licence and is unable to employ non-EEA nationals under tiers 2 or 5 of the points-based system. If you submit an application form and are shortlisted for interview, you will be required to produce documentary evidence of your right to work in the UK.

The Equality Act 2010 defines a disabled person as:

(Relevant to question 10 and question 6 of the Monitoring Job Applicants Form) 'A person with a physical (including sensory) or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities.' Or someone who has had such a disability but is now recovered. Or someone with a severe disfigurement.

APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form:

Post applied for:	The full job title should be completed and the relevant School shown.
Name and Address:	Make sure that your full name (including any previous names), address and telephone number are legibly written.
Present Appointment and Previous Employment	Starting with your first post, ending with your present post, list all the employers you have worked for, provide job titles and the period you worked for them. This information may be used to assess whether you meet the experience requirement for the vacancy. Check that the dates are correct and in order. Please also provide an explanation for any gaps in employment.
Education and Professional Qualifications:	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing important has been omitted. Please include the name of the awarding body, the grade and the date the qualification was obtained.



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of their age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, sex, sexual orientation, race, or religion or belief, unless this can be objectively justified.

Application for the post of

Name of School/Service

PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS

1. Personal

Surname Forename(s)

Previous Names(s)

National Insurance number

Home Address

Postcode

Telephone Number(s)
Please indicate a preferred Method of contact.

Home Preferred ☐	Mobile Preferred ☐	Work Preferred ☐
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May we contact you at work Yes ☐ No ☐ Email address
If you supply an email address you are agreeing to receive all further correspondence regarding your application via email.

Do you hold Qualified Teacher Status? ☐ Yes ☐ No (if yes, please give date of award)

QTS Certificate Number (if available)

Have you successfully completed a period of induction as a qualified teacher in this country where the Department for Education require this ☐ Yes ☐ No

If yes, please give date of completion

Teacher Reference number (eg 12/34567)

Are you subject to any conditions or prohibitions placed on you by the Teacher Regulation Agency or the General Teaching Council? ☐ Yes ☐ No

If yes, give full details

2. Present Position

Present Post Date Appointed

School/Establishment (Name, Type and Address)

Postcode

Single Sex or Mixed Age Range

Number on Roll (Total)

Spinal Column Point/Group Salary: Basic £ +£ (if applicable)

CSA or other Employer (with address)

Postcode Tel No

3. Education and Qualifications. Successful applicants will be required to provide original documentary evidence of all qualifications stated below.

A Secondary Education

Names of Schools/ Colleges/Further Education	From	To	Qualifications Obtained (<i>please indicate Level, Awarding Body, Subjects and Grades</i>)	Date of Award(s)

B Higher and Professional Education

Names of Schools/Colleges	From	To	Full Time/ Part Time	Qualifications Obtained (<i>please indicate Level, Awarding Body, Class Subjects and Grades</i>)	Date of Award(s)

4. In-service education in the last five years appropriate to your application (this section can be completed as a separate attachment).

A As a Participant

Dates of Courses		Length of Course	Details of Course	Qualification Obtained + Date of Award	Course Provider
From	To				

B As a Contributor

Dates of Courses		Length of Course	Details of Course and Your Involvement	Course Provider
From	To			

5. Additional Teaching Skills and Special Interests (relevant to this application)

6. Teaching Experience Starting with first post, ending with present post. Please include all paid and voluntary work and give exact dates and indicate the reasons for any gaps in employment record											
Employing Authority	Post Held (Incl. TLR) Reason for leaving	Full/Part Time/ Supply	Name of School/ Establishment	Type Secondary/ Primary/ Special etc	Mixed or Single Sex	No on Roll (approx)	Age Range Taught	Areas of Responsibility	Dates		Reason for Leaving
									From D M Y	To D M Y	

7. Other Employment (including part-time and voluntary work. Please give exact dates and indicate the reasons for any gaps in employment record)

Employer	Nature of Employment (Please include reason for leaving)	From	To

8. Letter of Application - You are asked to submit a letter, describing in some detail your relevant experience and achievements and their application to this post. Please include any other information you feel would be helpful. Please include all those related to the list of essential experiences, skills etc for the post set out in the Person Specification.

9. Do you consider yourself to have a disability? Yes ☐ No ☐ *Click as appropriate*

10. Canvassing directly or indirectly will disqualify candidates. State whether you are related to, or have a close relationship with any existing employee or employer (including councillors and governors)

11. By submitting this application form, I certify that the information contained in this application form is accurate and true. I give my explicit consent to the processing, transfer and disclosure of all information submitted by me during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations and training and absence records.

I understand that by deliberately giving false incomplete answers I will be disqualified from consideration for this post or, if I am appointed, may be liable to summary dismissal with possible referral to the police.

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Signed: _____ Date: _____

Details of Referees

Please give the names of at least two referees who are able to comment on your suitability for this post. One **must** be your present or last Headteacher or employer.

For Headteacher applications one referee MUST be your present local Children's Services Authority or employer.

If you are not currently working with children but have done so in the past, one reference must be obtained from the employer who most recently employed you to work with children.

NB References will not be accepted from relatives or from people writing solely in the capacity of friends.

The CSA reserves the right to seek any further references deemed appropriate.

Name: _____ Name: _____

Position: _____ Position: _____

Address:		Address:	
Postcode		Postcode	
Email		Email	
Tel No		Tel No	

When you have completed the application form please send to the contact details as specified on the vacancy advert.

If you are not currently working with children but have done so in the past, one reference must be obtained from the employer (Headteacher or Principal) who most recently employed you to work with children.

NB References will not be accepted from relatives or from people writing solely in the capacity of friends

Mount Carmel RC High School reserves the right to seek any further references deemed appropriate.

Please refer to the guidelines for advice on appropriate referees.

Posts that involve engaging in regulated activity relevant to children

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if they are included on one of the lists of those barred from working with children or are disqualified from working with children as part of a sentence

Safeguarding & Child Protection Policy

Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

The policy is also located on our website:

<https://mountcarmelhigh.co.uk/information/policies>

Re-employment of Ex-Offenders

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 as amended in 2013 and 2020)

Please see the Recruitment Guidance pack on our website for further information:

www.mountcarmelhigh.co.uk

Important Information: Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education 2022 onwards an online search will be carried out as part of our due diligence on shortlisted candidates

Please note that, in the interests of economy, we will not acknowledge receipt of your application. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

Recruitment Monitoring in Employment

MONITORING JOB APPLICANT'S FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return this form **WITH** your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

Details of the job you have applied for

Name of School: Job title:

Job Ref: Grade:
(if known)

1. Name (in block capitals) 2. I am: (Please check the appropriate box) <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">MALE</td> <td style="width: 50%;">FEMALE</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;">☐</td> <td style="height: 40px; vertical-align: middle;">☐</td> </tr> </table> 3. I consider my marital status to be Please note: If you are widowed or divorced and you live alone, please check 'single'. <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Single</td> <td style="width: 50%;">Married</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;">☐</td> <td style="height: 40px; vertical-align: middle;">☐</td> </tr> </table> 4. Date of Birth 	MALE	FEMALE	☐	☐	Single	Married	☐	☐	5. Please check the box which best describes your ethnic/cultural/racial origin (O) ☐ White British (9) ☐ White Irish (H) ☐ Any other White background (please type in) _____ (J) ☐ Mixed White and Black Caribbean (K) ☐ Mixed White and Black African (L) ☐ Mixed White and Asian (M) ☐ Any other Mixed background (please type in) _____ (4) ☐ Asian or Asian British Indian (5) ☐ Asian or Asian British Pakistani (6) ☐ Asian or Asian British Bangladeshi (8) ☐ Any other Asian or Asian British background (please type in) _____ (1) ☐ Black or Black British Caribbean (2) ☐ Black or Black British African (N) ☐ Any other Black or Black British background (please type in) _____ (7) ☐ Chinese (A) ☐ Any other ethnic group (please type in) _____	6. Do you consider yourself to have a disability or to be a deaf person? ☐ YES ☐ NO (Please see the definition of disability in the advice note 'How to 7. How did you find out about this job? (Please check the appropriate box) <table style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Internal circular</td> <td style="width: 50%;">Job centre</td> </tr> <tr> <td style="height: 40px; vertical-align: middle;">☐</td> <td style="height: 40px; vertical-align: middle;">☐</td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> <tr> <td style="height: 40px;"></td> <td style="height: 40px;"></td> </tr> </table> Thank you for your assistance. Your co-operation will help promote equality of opportunity	Internal circular	Job centre	☐	☐												
MALE	FEMALE																									
☐	☐																									
Single	Married																									
☐	☐																									
Internal circular	Job centre																									
☐	☐																									

DATA PROTECTION

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in the data protection legislation. This includes the Data Protection Act 2018 and the General Data Protection Regulation.

Information you supply as part of the application process will be used for recruitment purposes and, if you are successful, for subsequent employment purposes. If you are unsuccessful, your application is retained for a maximum of 12 months from the closing date and then confidentially destroyed. Equal Opportunities information is anonymised and then used for statistical monitoring purposes.

The contact for data protection matters is:

The Data Protection Officer
Mount Carmel RC High School
Wordsworth Road
Accrington
Lancs
BB5 0LU

E-Mail: DPO@mountcarmelhigh.lancs.sch.uk

Note: Please return your completed application form to

vacancies@mountcarmelhigh.lancs.sch.uk

or via the post to:

Mount Carmel RC High School
Wordsworth Road
Accrington Lancs
BB5 0LU

NB: Please do not return your completed application form to this address.

FINAL CHECKLIST

Please ensure that you have:

- ☐ Filled in all relevant parts of the form
- ☐ Signed and dated the form
- ☐ Completed the monitoring form (**this is essential if your application is to be considered**)
- ☐ Read and understood the Data Protection details above