



**Mount Carmel**  
Roman Catholic High School

*A family of faith & learning*



# Application Form for Non Teaching Posts

## Community and Voluntary Controlled Schools Voluntary Aided/Foundation Schools



Some schools are excluded as commitment is on an individual basis

Headteacher: Xavier Bowers BA(Hons), PGCE, MA, NPQH



[www.mountcarmelhigh.lancs.sch.uk](http://www.mountcarmelhigh.lancs.sch.uk)

Wordsworth Road,  
Accrington, Lancashire BB5 0LU

t: 01254 233458 f: 01254 236355

e: [office@mountcarmelhigh.lancs.sch.uk](mailto:office@mountcarmelhigh.lancs.sch.uk)

# APPLYING FOR A JOB WITH MOUNT CARMEL HIGH SCHOOL/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.  |

**Private and Confidential**

Job Ref No.



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.

Please read the accompanying note 'How to complete the Application Form' before completing this form

**Application for the post of** .....

School/Service ..... Grade .....

To be returned by .....

**PLEASE COMPLETE THIS SECTION IN BLOCK CAPITALS**

**1. Personal**

Title ..... Forename ..... Surname .....

Previous name(s) .....

Home Address .....

Postcode .....

Telephone Number(s) ..... Home Preferred  ..... Mobile Preferred  ..... Work Preferred

Please indicate a preferred Method of contact.

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.

National Insurance number

**2. Present Position**

Present post/job title .....

Name and address of present employer .....

.....

Date appointed ..... Salary/grade ..... Notice period .....

**Previous employment and voluntary experience**  
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET.**

**3. Education (details of Secondary Schools, Colleges, Universities and Professional Education)**

Schools/Colleges/Universities and Professional Education (including start and end dates)	*Qualifications obtained (including Awarding Body, grades and dates)

***\*Certificates for qualifications shown as essential will be checked at interview***

Current course of study (if any) and the date you expect to complete it

Details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the-job training, etc.)

Membership of professional bodies

**You must be registered with the HCPC to practise as a Social Worker**  
Health and Care Professions Council (HCPC) registration number  
HCPC registration date

#### **4. Experience or achievements**

Give a concise account of relevant experience, current duties, or achievements in support of this application, or the relevant competencies identified in the Person Specification. Please include all those related to the list of essential experiences, skills etc. for the post set out in the Person Specification.

Also include any appropriate voluntary and other interests (membership of relevant societies etc.)

Please use an additional sheet if necessary.

**DO NOT TYPE BELOW THIS LINE - FOR ANY FURTHER INFORMATION PLEASE ATTACH A SEPARATE SHEET**

**5.** Do you hold a current full driving licence for a car (or other relevant vehicle)? *(Click as appropriate)*

Yes

No

Not required for post

**6.** Do you consider yourself to have a disability?

For a definition, see our advice note 'How to complete the application form'.

Yes

No

*(Click as appropriate)*

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

**8.** 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 or 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

Signed: .....

Date: .....

### Details of Referees

Please give the name, address and occupation of two referees and state their relationship to you (eg employer/ supervisor/tutor). Where appropriate, one referee should be your current or most recent employer. **Please refer to the guidelines for advice on appropriate referees.**

.	
1	2
.....	.....
.....	.....
.....	.....
.....	.....
Postcode ..... Telephone No. ....	Postcode ..... Telephone No. ....
Email address .....	Email address .....
.....	.....
Relationship .....	Relationship .....
.....	.....

**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**

**Safeguarding & Child Protection Policy**

**Please see the Recruitment Guidance pack on our website for further information:  
[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)**

**Re-employment of Ex-Offenders**

**Please see the Recruitment Guidance pack on our website for further information:  
[www.mountcarmelhigh.co.uk](http://www.mountcarmelhigh.co.uk)**

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

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/Service: ..... Job title .....

Job Ref: ..... Grade: .....  
(if known)

**1. Name (in block capitals)**

---

**2. I am:**  
(Please check the appropriate box)

MALE	FEMALE
<input type="checkbox"/>	<input type="checkbox"/>

**3. I consider my marital status to be**  
Please note: If you are widowed or divorced and you live alone, please check 'single'.

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)

**6. Do you consider yourself to have a disability or to be a deaf person?**  YES

(Please see the definition of disability in the advice note 'How to complete the application form'.)  NO

**7. How did you find out about this job?**  
(Please check the appropriate box)

Internal circular	Job centre
<input type="checkbox"/>	<input type="checkbox"/>

Newspaper/journal (please say which)	Internet (please say which site) or other source...
---	--



□	□
4. Date of Birth	

- (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)

□	□
<p><b>Thank you for your assistance. Your co-operation will help promote equality of opportunity</b></p>	

## DATA PROTECTION ACT

The information you supply about yourself as part of the application procedure is handled according to the requirements specified in 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 6 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](mailto:DPO@mountcarmelhigh.lancs.sch.uk)

Note: Please return your completed application form to

[vacancies@mountcarmelhigh.lancs.sch.uk](mailto:vacancies@mountcarmelhigh.lancs.sch.uk)

or via the post to:

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

## 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