**ASSOCIATE STAFF APPLICATION FORM**

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| **Application for the post of** Click here to enter text. |
| **Full Time:  Part Time:  Job Share:** |
| **1 APPLICANT’S PERSONAL DETAILS**    **Surname:** Click here to enter text. **Title:** Choose an item.  **First Name(s):** Click here to enter text. **Known as:** Click here to enter text.    **Any former name(s) (forename/surname):** Click here to enter text.  **Religious Denomination/Faith:** Click here to enter text.    **Address:** Click here to enter text.    **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:**     |  |  | | --- | --- | | **Address** | **Dates** | | Click here to enter text. | Click here to enter dates. | | Click here to enter text. | Click here to enter dates. | | Click here to enter text. | Click here to enter dates. |   **Telephone Numbers:- Home**: Click here to enter text.  **Mobile**: Click here to enter text.  **Work:** Click here to enter text.  **Email Address:** Click here to enter text.  **How do you prefer to be contacted?** Choose an item.  **National Insurance No:** Click here to enter text |

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| **2 DETAILS OF APPLICANT’S PRESENT EMPLOYMENT**  **Are you presently employed?** Yes  No  **If no**, please proceed to the next section.  **Name and address of Employer:** Click here to enter text.  **Post Title:** Click here to enter text.    **Local Authority** (if applicable)**:** Click here to enter text.  **Telephone No:** Click here to enter number  **Permanent**  **Temporary**  **Full Time**   **Part Time**  **Job Share**  **Date of Appointment:** Click here to enter date  **Notice Required:** Click here to enter text.  **Reason for leaving** (if applicable)**:** Click here to enter date    **Gross annual salary:** Click here to enter text.    **Description of key duties/responsibilities:** Click here to enter text. |

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| **3 APPLICANT’S EMPLOYMENT HISTORY AND WORK EXPERIENCE**  Please complete in chronological order, **starting with the most recent:** | | | | | |
| **Employer’s Name, Address and**  **Nature of Business** | **Full**  **or**  **Part**  **Time** | **Job Title and brief description of duties and responsibilities** | | **Dates**  **employed**  **Month/**  **Year** | **Reason**  **For**  **Leaving** |
| **From**  **-**  **To** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | From  -  To | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | From  -  To | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | From  -  To | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | | From  -  To | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | | From  -  To | Click here to enter text. |
| If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experiences. Failure to provide a full account may lead to your application being rejected. | | | | | |
| **Dates (From – To)** | | | **Activity** | | |
| From - To | | | Click here to enter text. | | |
| From - To | | | Click here to enter text. | | |
| From - To | | | Click here to enter text. | | |
| Please confirm whether you have ever been ordained and/or been a member of a religious community: Yes  No  If yes, please provide details: Click here to enter text. | | | | | |

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| **4 POST-11 EDUCATION AND TRAINING**  Please complete in chronological order, **starting with the most recent:** | | | | | |
| **Full name and address of establishment** | **Full or**  **Part**  **Time** | **Qualification** | **Date**  **of**  **Award** | **Awarding Body** | **Dates**  **Attended**  **Month/**  **Year** |
| **From**  **-**  **To** |
| Click here to enter text. | Click here to enter text. | From  -  To | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | From  -  To | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | From  -  To | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | From  -  To | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | From  -  To | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| **5 INTERESTS AND HOBBIES**  Please list your interests and hobbies outside of work: |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| **6 SUPPORTING STATEMENT**  Please provide a written statement of **no more than 1,300 words** detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying.  Click here to enter text. |

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| **7 REFERENCES**  Schools/Colleges of a Religious Character (in England only) are permitted, where recruiting for Associate Staff posts, to give preference to applicants who are practising Catholics where it is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”). Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing reference. You are advised to read the relevant section of the Notes to Applicants before completing this section |
| **Present School/Employer:**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **Designation** (if applicable): Click here to enter text.  **Telephone Number:** Click here to enter text.  **Email:** Click here to enter text. |
| **Other Professional:**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **Designation** (if applicable): Click here to enter text.  **Telephone Number:** Click here to enter text.  **Email:** Click here to enter text. |
| **Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional):**  **Name:** Click here to enter text.  **Address:** Click here to enter text.  **Designation** (if applicable): Click here to enter text.  **Telephone Number:** Click here to enter text.  **Email:** Click here to enter text. |
| **Notes:** (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.  (ii) If any of your referees knew you by another name, please specify that name(s) here: Click here to enter text. |

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| **Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employees of the Governing Body/School?**  **Yes  No  If yes, please provide details:** | |
| **Name of Governing Body Member/Employee** | **Relationship to you** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| **8 DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND**  **DISCLOSURE AND BARRING SERVICE CHECKS**  The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes  No  If yes, please provide details:  Click here to enter text.  By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):  In the event of a successful application, an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS checks”) (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (DBS”): | |
| **9 REHABILITATION OF OFFENDERS ACT 1974**  If you have been convicted of a disclosable criminal offence, the details must be disclosed on the separate document entitled “Rehabilitation of Offenders Act 1974 – Disclosure Form” together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked “confidential”. If you do not have any disclosable convictions, please complete the relevant section in the Disclosure Form. | |
| **10 DATA PROTECTION ACT 1998**  By checking the box below, I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes 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. | |
| **11 IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box below, you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: | |
| **12 DECLARATION**  If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, then your application may be withdrawn from the recruitment process.  Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.  By signing below, I hereby certify that all the information given by me, both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, 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 applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.  Signature: Click here to enter text.  Date: Click here to enter text.  (*This post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before the interview if you are shortlisted)* | |

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| **Additional Pages**  Name: Click here to enter text.  Position applied for: Click here to enter text. |
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| **Additional Pages**  Name: Click here to enter text.  Position applied for: Click here to enter text. |
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