

**Confidential**



**St Peter's Catholic High School  
Application Form - Examination Invigilator**

**Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

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PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO ST PETER'S CATHOLIC HIGH SCHOOL, HOWARDS LANE, ORRELL, WIGAN, WN5 8NU OR EMAIL TO [enquiries@admin.saintpetershigh.wigan.sch.uk](mailto:enquiries@admin.saintpetershigh.wigan.sch.uk) FOR THE ATTENTION OF THE EXAMINATIONS MANAGER

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT. IF ALL SECTIONS ARE NOT COMPLETED, YOUR APPLICATION MAY NOT BE PROCESSED**

## Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Address:

Telephone numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone  Email

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes  No

QTS Certificate Number:

Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

## 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 (from – to)	Reason for leaving

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 submitted in this form **must** provide a complete chronology from the age of 18. **Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

Dates (from – to)	Activity

### Education and Training:

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month/year (from – to)	Date of award (year)	Qualification and subject	Grade

### Interests and Hobbies:

Please list your interests and hobbies outside of work:

## Availability:

Please indicate below your availability for work:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING					
AFTERNOON					

Are you related to any pupil(s) currently attending St Peter's Catholic High School?

Yes:  No:

If yes, please provide details below:

Pupil Name(s) and Year Group(s)
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## References:

It is the responsibility of the applicant to ensure that all named referees have consented to provide a reference.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons in the box below:

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Referees will also be asked for information about:

- All disciplinary offences (including those where the penalty is 'time expired' if related to children); and
- All child protection allegations including the outcome of any child protection investigations.

It is the applicant's responsibility to ensure that they have obtained their nominated referees' explicit consent to pass on their contact details to the school. Not only is this a matter of courtesy but ensures that the General Data Protection Regulation is being complied with.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**Current / Past Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other:**

Name:

Address:

Role:

Telephone:

Email:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employee(s) of the Governing Body please provide the relevant details here:

Name(s) of Governing Body / Employee(s):

Relationship(s) to you:

**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 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 of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes:  No:

If yes, please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

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) 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 you are giving consent to a DBS Check(s) being made:

## **REQUEST TO PROCESS YOUR PERSONAL DATA**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

### Important Information Regarding your Consent

1. We are St Peter's Catholic High School.
2. Being a Catholic education provider we work closely with Liverpool Archdiocese with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organisation is Craig Stilwell and you can contact him with any questions relating to our handling of your data. You can contact him at Judicium Consulting Limited, 72 Cannon Street, London, EC4N 6AE.  
  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Telephone: 0203 326 9174
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data (1) this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.

(1) Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientations..."

9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.

10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by visiting our website: <https://www.saintpetershigh.wigan.sch.uk> and viewing our complaints policy or phoning the school on 01942 747693 and asking for a copy of our complaints procedure. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk)

### **Request For Your Consent**

Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below.:

- I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: **Yes**  **No**
- Please tick this box if you have any objection to us collecting and processing your personal information as described in paragraphs 1-10 above
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above:  
**Yes**  **No**

### **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. By checking the box, you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

### **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.

By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and /or 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:**

**Date:**