**Applicants Checklist** 

 There are two ways of applying:

1. via the TES website using their documentation.

*Please note that if you are shortlisted from this application you will be required to complete the Catholic Education Service recruitment documentation at a later stage as these are an essential part of the recruitment process in all Catholic schools.*

***OR***

1. via email of your completed Catholic Education Service application form to hr@blessedholyfamily.co.uk

Please read the Headteacher Information pack for Applicants which includes detailed job description, person specification and cover letter.

Recruitment documents are available from [www.stjohnfisherschool.co.uk](http://www.stjohnfisherschool.co.uk)
These include ‘Notes to applicants’ and the below to be returned with your application.

*You find it helpful to use the list above as a checklist when returning your application.*

1. Notes to applicants
2. Model Recruitment Monitoring Form [ ]
3. Consent to Obtain Reference Form [ ]
4. TES or CES application form [ ]

Including an additional supporting statement [ ]

1. Additional Outside employment - updated March 2019 [ ]

**Reminder** your completed application, along with your additional supporting statement, is to be sent to us by noon 12 noon on Monday 1 March 2021.

At interview

If you are invited for interview please read following, we will use this page as checklist:-

1. Please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you in a separate, sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”

Notes: Self-disclosure declaration must not be completed at the same time as the application.
The *CES Application – page 15 reflects updated wording and if you use TES application form please ensure this section of application form is returned blank.* [ ]

1. At interview, has the applicant signed the model Applicant Declaration confirming that they have read and understood the CES contract and had any relevant questions answered [ ]
2. At interview, has the applicant provided original evidence of:

Qualifications attained (if required) [ ]