**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](mailto: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)