 **St Joseph’s Specialist Trust**

**APPLICATION FORM**

Thank you for your interest in joining us at St Joseph’s.

Please complete this form in full and submit it via email to [recruitment@st-josephscranleigh.surrey.sch.uk](mailto:recruitment@st-josephscranleigh.surrey.sch.uk). Alternatively, you may post it to Recruitment Team, St Joseph’s Specialist Trust, Amlets Lane, Cranleigh, GU6 7DH.

If you have any questions please contact our recruitment team on the email above or call 01483 272449.

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| **Your name:** |  |
| **What post are you applying for?** |  |
| **Please state if you are seeking to work anything other than the advertised hours:**  (any change from the advertised hours cannot be guaranteed) |  |
| **Where did you see it advertised/who told you about it?** |  |

Please note that if you wish to use a Mac to complete this form it may not be compatible.

An online version of this form is also available on the recruitment page of our website

[Recruitment - St Joseph’s Specialist Trust (st-josephscranleigh.surrey.sch.uk)](https://st-josephscranleigh.surrey.sch.uk/recruitment/)

**SECTION 1: PERSONAL DETAILS** please use BLOCK CAPITALS

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| **Title:** | **Full address including number, street and town:**    **County:**  **Postcode:** |
| **First name(s):** |
| **Surname:** | **Tel:** |
| **Known as:** | **Mobile:** |
| **Former name(s) including maiden name(s) (if applicable):** | **Email:** |
| **Have you lived at the above address for the last 5 years? Yes**  **No**  **If no, please list all your other addresses and include dates that you lived there within this period. If necessary please continue on the blank sheet at the end of the form.** | |
| **Address** | **Dates** |
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| **Religion:**  *We have a catholic ethos at St Joseph’s. Our staff are not required to be catholic but this ethos is promoted throughout the life of our school*. | **National Insurance No:** |
| **Do you have the right to work in the UK** (please tick)**?** **Yes**  **No**  You will be asked to provide evidence of your right to work in the UK if you are invited to interview. | |

**SECTION 2: EMPLOYMENT**

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| **CURRENT EMPLOYMENT** | |
| **Are you currently employed? (please tick) Yes**  **No**  If No please continue to Previous Employment. | |
| **Job Title of current post held:** | **Name of current employer:** |
| **Date appointed:** | **Address:** |
| **Present actual salary and scale (if scale applicable):** | **Postcode:** |
| **Additional salary allowances (if applicable):** | **Tel:** |
| **Notice period:** | **Current hours of work (e.g. full or part time, or other):** |
| **Briefly describe your main duties/responsibilities:** | |
| **Reason you wish to leave:** | |

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| **PREVIOUS EMPLOYMENT AND/OR WORK EXPERIENCE** | | | | | | |
| Please tell us **ALL** of your employment history in chronological order starting with the most recent. If you were supplied to a job through an **agency**, please specify this and include the name and address of the agency as well as the name and the address of the place of work. Please continue on a separate sheet if necessary. | | | | | | |
| **Employers full name & address** | | **Type of school (e.g. secondary, primary etc.) or Business Type** | | **Position held** | **From**  **(mm/yyyy)**  **---------------**  **To (mm/yyyy)** | **Reason for leaving** |
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|  | |  | |  |  |  |
| **Employers full name & address** | | **Type of school (e.g. secondary, primary etc.) or Business Type** | | **Position held** | **From - To**  **(mm/yyyy)** | **Reason for leaving** |
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| **PERIODS WHEN YOU WERE NOT WORKING** | | | | | | |
| Please give details of any **gaps** in your employment since leaving secondary education/the age of 16 (e.g. looking after family, extended travel, looking for work). For safer recruitment purposes, any gaps between posts will be explored. | | | | | | |
| **From (mm/yyy)** | **To (mm/yyyy)** | | **Reason** | | | |
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**SECTION 3: EDUCATION AND QUALIFICATIONS**

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| **Name & address of establishment** | **From (mm/yyyy)** | **To (mm/yyyy)** | **Full or part time** | **Subjects and qualifications/awards** |
| **Secondary Education – where studied** | | | | |
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| **Further Education – where studied** | | | | |
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| **Name & address of establishment** | **From (mm/yyyy)** | **To (mm/yyyy)** | **Full or part time** | **Subjects and qualifications/awards** |
| **Professional Qualifications** | | | | |
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**TO BE COMPLETED BY ALL APPLICANTS**

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| **Have you ever worked as a Teacher? Yes  No**  **If YES, please complete the below. If NO, please continue to Section 4.** | |
| **DfE Teacher registration number:** | **Date of recognition as a Qualified Teacher:** |
| **Do you have one of the following?**  **Qualified Teacher Status (QTS) Yes**  **No**  **Qualified Teacher Learning & Skills status (QTLS) Yes**  **No**  **If yes, please provide date of award:**  **If no, please give details:** | |

**SECTION 4: PROFESSIONAL DEVELOPMENT**

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| **Please list any courses you have completed which are NOT detailed above which you believe are relevant to your application:** | | | | |
| **Course Title** | **Course Provider** | **Dates (mm/yyyy)**  **From To** | | **Qualification** |
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**SECTION 5: PROFESSIONAL BODY MEMBERSHIPS**

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| **Please tell us if you are a member of any professional bodies:** | |
| **Name of Professional Body** | **Membership status** |
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**SECTION 6: HOBBIES AND INTERESTS**

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| **Tell us about your hobbies and interests outside of work:** |

**SECTION 7: SUPPORTING STATEMENT**

**THIS IS YOUR OPPORTUNITY TO TELL US WHY YOU BELIEVE YOU ARE RIGHT FOR THIS JOB.**

**Tell us why you want it. Perhaps tell us about a relevant project you are proud of or include additional detail on your experience, skills and personal qualities that you feel is appropriate. Experience may not be from prior employment but might be from personal experience. We’d like you to refer to the job profile and personal specification included with our advert. You may continue on a blank sheet.**

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**SECTION 8: REFERENCES**

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| **Applying for a reference**  **If you are shortlisted it is our policy to apply for references at the point of invitation to interview. If you worked through an agency, the referee should be the agency not the place of work.**  **We reserve the right to take references on any previous employment even if a referee is not provided.**  In line withPart 3 of Keeping Children Safe in Education 2022, if you have previously worked with children, young people or vulnerable adults, the referee will be asked to provide details of your suitability including whether you have been subject to any substantiated allegations or concerns or whether they know of any other reason why you should not be considered for this position.  **We ask that you do not provide the names of any person who is acting as a friend or in a friendship capacity.** | |
| **Referee 1 (Current/most recent employer. If working via an agency please supply their contact details)**  We always take a reference from your **current or most recent employer** **/ agency**. If this is your first job or you are on a student work placement please provide the name of the tutor at your school or college/university as referee 1. | |
| **Name:** | **Employer Name:**  **Employer Address:** |
| **Job title:** |
| **Email:** |
| **Tel:** | **Postcode:** |
| **What is your professional relationship to the referee?** | |
| **Does the referee know you by the name you have given on this form? If no, please specify:** | |
| **Are you happy for us to apply for a reference prior to interview (subject to shortlisting)?**  **Yes**  **No** | |
| **Referee 2**  Please provide the details of the second most recent employer unless you have none. If you have no other previous employers, your second referee may be another professional known to you (such as priest, teacher, and doctor) who will be asked to provide a character reference to you. | |
| **Name:** | **Employer Name:**  **Employer Address:** |
| **Job title:** |
| **Email:** |
| **Tel:** | **Postcode:** |
| **What is your professional relationship to the referee?** | |
| **Does the referee know you by the name you have given on this form? If no, please specify:** | |
| **Are you happy for us to apply for a reference prior to interview (subject to shortlisting)?**  **Yes  No** | |

**SECTION 9: DECLARATIONS**

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| **Personal Connections** |
| **Are you related to or have a close personal relationship to any existing member of staff, student, young person, adult, Governor or Trustee of St Joseph’s Specialist Trust?**  **Yes**  **NO**  **If Yes, please specify:** |
| **Rehabilitation of Offenders Act 1974** |
| **This post is exempt from the Rehabilitation of Offenders Act 1974 and the successful applicant will be required to undertake an enhanced Disclosure & Barring Service (DBS) certificate. If the post will be in regulated activity with children and / or adults, the DBS certificate will include a check of the relevant DBS barred list(s). It is a criminal offence for barred individuals to apply for work in relevant regulated activity.**  **Amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see** [here](https://unlock.org.uk/advice/dbs/).    **Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against the information included in the enhanced DBS certificate before your appointment is confirmed.** |

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| **YOUR SIGNATURE** | |
| I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Privacy Notice (available at [www.st-josephscranleigh.surrey.sch.uk/general-data-protection-regulation-gdpr](http://www.st-josephscranleigh.surrey.sch.uk/general-data-protection-regulation-gdpr)) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | |
| **Signature:** | **Date:** |
| **Please submit your application form via email to** [**recruitment@st-josephscranleigh.surrey.sch.uk**](mailto:recruitment@st-josephscranleigh.surrey.sch.uk)**. Alternatively, you may post it to Recruitment Team, St Joseph’s Specialist Trust, Amlets Lane, Cranleigh, GU6 7DH.**  **If you submit this form electronically and are shortlisted and invited for interview, you will be asked to physically sign your form on arrival. In the meantime, please type name and date before submitting.** | |
| **Retention of Application Forms** | |
| As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way. Yes  No | |

BLANK PAGE. PLEASE USE THIS SHEET FOR ANY ADDITIONAL INFORMATION.

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