# St John’s Catholic Specialist School

Thank you for expressing an interest in joining our school. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you find this information useful and we look forward to hearing from you.

##### Making an Application

## *APPLICATION FORM*

If you wish to be considered for this post, please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (eg gap year, career break, unemployed.)

You will note that we require the details of at least three referees, one of which must be your current or most recent employer. We seek references covering your last 5 years of employment, and from your latest employer where you worked with children (if applicable).CV’s are not accepted as part of the application process.

## *SUPPORTING INFORMATION*

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for the job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post.

Please complete all sections and remember to sign the declaration on the final page of the form.

The closing date for applications is:

## *Interview and Selection Process*

Those candidates who meet all their requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, where possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

*Induction and Continuous Professional Development*

The Headteacher and Governors are committed to ensuring your well-being and continuous professional development in this role. On appointment, we will discuss an appropriate induction programme that will help familiarise you with the culture of the school, local practice, policies and expectations

###### Pre-Employment Checks

REFERENCES

If you are shortlisted, we will normally take up references before the interview date. At least two satisfactory references must be received before we confirm any offer of employment. The information we request will relate to length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

As part of our due diligence checks, we may undertake online searches, including information publicly available on  social media, for shortlisted candidates.

Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

### *DISCLOSURE AND BARRING SERVICE CHECK*

Employment at St John’s is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the list of people barred to work with children, and for certain posts, the list of people barred from working with vulnerable adults. All such checks must be satisfactory before we confirm any offer of employment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take into account of some convictions, even though they are ‘spent’. All posts at this school are regarded as such. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and 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 at the Disclosure and barring Service website <https://www.gov.uk/government/publications/dbs-filtering-guidance>.

Spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

**Applicants should be aware that it is an offence to apply for a role which involves regulated activity relevant to children if the applicant is barred from this activity.**

### *VALIDATION OF QUALIFICATIONS*

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### *RIGHT TO WORK IN THE UNITED KINGDOM*

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

## *MEDICAL ASSESSMENT*

A satisfactory medical assessment may be required before we confirm any offer of employment

###### School Policies

CHILD PROTECTION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and adults in school to share this. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### *WHISTLE BLOWING*

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

*CODE OF CONDUCT AND PERSONAL BEHAVIOUR*

St John’s believes that it is essential for standards of conduct at work to be maintained to ensure delivery of a quality service and also to protect the well-being of its employees and pupils.

The Headteacher and Governing Body regard everyone working at St John’s as a role model for our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in school has a duty to promote and safeguard the welfare of children. Certain staff members are also bound by the codes and values of their professional organisations (eg Health Care Professionals Council).

### *EQUAL OPPORTUNITIES*

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

FULL DETAILS OF ALL THESE POLICIES ARE AVAILABLE IN SCHOOL

**Guidance Notes**

**Data Protection Statement**

The information you provide on this form and that obtained from other relevant sources will be used to process your application for employment with St John’s Catholic School for the Deaf. The personal information you give us will also be used in a confidential manner to help us to monitor our recruitment process.

All sections of the form should be completed. We shall return any incomplete forms for completion, which may delay your application.

If your application is successful and you take up employment with us, the information will be used in the administration of your employment with us.

We may check the information collected with third parties or with other information held by us. We may also use or pass on to certain third parties information to prevent or detect crime, or in other ways as permitted by law.

By signing the application form, it will be assumed by St John’s School for the Deaf that you agree to the processing of sensitive personal data (as described above) in accordance with the school’s registration with the Data Protection Commissioner.

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# JOB APPLICATION FORM

# St John’s Catholic Specialist School

**Church Street**

## Boston Spa

**Wetherby**

### West Yorkshire

## LS23 6DF

**🕿 01937 842144**

**FAX 01937 541471**

[**www.stjohns.org.uk**](http://www.stjohns.org.uk)

POST APPLIED FOR: LEARNING SUPPORT ASSISTANT

|  |  |
| --- | --- |
| 1. PERSONAL DETAILS | |
| Surname | Forenames |
| Address | Title |
|  |  |
|  | Home Phone Number |
|  | Mobile Number |
| Post code | E-mail address |
| Length of time at address | Years …… Months…… |
| National Insurance Number | |
| Have you a current driving licence YES / NO | |
| If yes, please give details, including any endorsements (car / HGV / PSV etc) | |
| Do you need a work permit to work in the UK? YES / NO | |
| Are there any restrictions to your residence in the UK, which may affect your right to take up employment at St John’s School? YES / NO (If yes, please provide details) | |

|  |  |  |
| --- | --- | --- |
| Membership of Professional Bodies | Date | Status |
|  |  |  |

#### TEACHING STAFF ONLY

Teacher reference number

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2. EDUCATIONAL HISTORY  Please include all periods in full or part time education, and indicate whether you completed the course. | | | | | |
| School / College / University | | From | To | Course completed? (Y/N) | Qualifications | Grade |
|  | |  |  |  |  |  |

3. TRAINING COURSES

Please list any training courses relevant to the post that you have successfully completed.

|  |  |  |
| --- | --- | --- |
| COURSE | TRAINING PROVIDER | DATE |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. FULL EMPLOYMENT HISTORY (current or most recent employer first). **Please include temporary posts, work experience and voluntary positions, and include any time spent out of work, with an explanation**. Use a separate sheet if necessary. | | | |
| DATES FROM TO  (month/year) | NAME AND ADDRESS OF EMPLOYER | JOB TITLE AND MAIN DUTIES | FINAL SALARY / GRADE AND REASON FOR LEAVING |
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| Notice required in current post : | | | |

**We may wish to contact any of the above that have involved working with children to assess your suitability to work with children. Please therefore provide contact details where applicable.**

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| 5. SUPPORTING INFORMATION |
| Please outline the knowledge, experience and personal qualities you can bring to this position together with your reasons for applying. You may include interests or hobbies that you consider relevant. |
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Please use a separate sheet if there is insufficient space

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| --- | --- |
| 6. REFERENCES | |
| Please give details of at least three referees. One should be your present or most recent employer.  **We require references covering all of your last 5 years of employment**. Please use a separate sheet if necessary. | |
| 1. Name | 2. Name |
| Organisation | Organisation |
| Address | Address |
|  |  |
| Position | Position |
| Capacity in which referee is known to you: | Capacity in which referee is known to you: |
| Phone Number / e-mail | Phone Number / e mail |
| 3. Name  *References will be taken up prior to interview for all shortlisted candidates.*  *References will not be accepted from relatives or someone who know you solely in the capacity as a friend.* |
| Organisation |
| Address |
|  |
| Position |
| Capacity in which referee is known to you: |
| Phone Number / e-mail |

|  |  |
| --- | --- |
| |  | | --- | | **St John’s Catholic Specialist School is committed to providing equal opportunities and will make reasonable adjustments to working arrangements to meet special needs. If you have any special needs, it would be helpful for you to indicate them here to ensure that early adjustments may be made.** | |

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| 6. SUITABILITY TO WORK WITH CHILDREN |
| Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action in relation thereto, including any which are time expired?  YES / NO |

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| 7. INTERVIEW |
| **Are there any dates when you will not be available for interview?** |
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| --- | --- |
| 8. SIGNATURE | |
| **I certify that to the best of my knowledge the information that I have given is correct. I understand that false information may, in the event of employment, result in dismissal or disciplinary action being taken. I also certify that I am not disqualified from working with children, or subject to any sanctions imposed by a regulatory body that may preclude me from this position.** | |
| Signature: | Date: |

***Please complete all sections of this form. We will return any forms that have not been fully completed, which may delay your application.***

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Equal Opportunities Monitoring

To help us check that we are employing people fairly, please complete the appropriate sections below:

|  |  |  |
| --- | --- | --- |
| Female | Male | Date of Birth |

Do you consider your ethnic origin to be:

**White Mixed Black**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| British |  | White and Black Caribbean |  | Black British |  |
| Irish |  | White and Black African |  | Caribbean |  |
| Any other white background |  | White and Asian |  | African |  |
|  |  | Any other mixed race background |  | Any other black background |  |

**Asian Any other ethnic group**

|  |  |  |  |
| --- | --- | --- | --- |
| Asian British |  | Chinese /Vietnamese |  |
| Indian |  | Cypriot Greek |  |
| Pakistani |  | Cypriot Turkish |  |
| Bangladeshi |  | Cypriot Other |  |
| Any other Asian background |  | Any other ethnic group |  |

Do you consider yourself to have a disability? YES / NO

If YES, please state the nature of your disability

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| --- |
|  |

The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long term effect upon a person’s ability to carry out normal day-to-day activities.”