**St Christopher’s CE High School**

**Non-Teaching Staff Application Form**

**St Christopher’s CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Please note that, in the interests of economy, the receipt of an application is not acknowledged. If you have not been contacted within seven days of the closing date, you should assume that your application has not been successful.

POSITION APPLIED FOR

APPLICANT’S PERSONAL DETAILS

|  |  |
| --- | --- |
| Title |  |
| First name(s) |  |
| Surname |  |
| Previous names |  |
| Date of Birth\* |  |
| Gender\* | Male [ ]  Female [ ]  Prefer not to say[ ]  |
| Permanent address |  |
| Work telephone no. |  |
| May we telephone you at work? | Yes [ ]  No[ ]  |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Email address |  |
| National Insurance no. |  |

*\*Please note these are optional requirements, for the purposes of the application form, obtaining this information will enable us to commence the DBS process with the successful candidate.*

PRESENT OR MOST RECENT EMPLOYMENT

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
| Post held |  |
| Dates employed | From: | To: |
| Is this employment | Permanent [ ]  Temporary [ ] Full time [ ]  Part time [ ]  Job share [ ]  |
| Reason for leaving |  |
| Brief overview of duties/responsibilities |  |

Start with most recent and detail all employment since leaving education, please explain any gaps in employment to ensure compliance with safer recruitment guidance. All students seeking a first appointment should give details of teaching practice.

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| --- | --- | --- | --- |
| Employer | From | To | Post details (if Local Government, give grade) |
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# IN-SERVICE TRAINING

Any in-service training undertaken during the past three years relevant to this application.

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| --- | --- | --- | --- |
| Course title | Provider | Dates and duration of course | Award (if any) |
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| --- | --- | --- | --- | --- |
| School, college or university | Name | Date from | Date to | Subjects / Qualifications / Grades / Honours, dates awarded and awarding body |
| Secondary |  |  |  |  |
| Further Education |  |  |  |  |
| Higher Education |  |  |  |  |
| Further Postgraduate qualifications (including PGCE) |  |  |  |  |
| Vocational Qualifications |  |  |  |  |

# OTHER PAID WORK / VOLUNTARY WORK EXPERIENCE

Please give details of and explain any gaps in dates shown.

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| --- | --- | --- | --- |
| Employer / organisation | From | To | Nature of Occupation |
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# DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST

Please give details of any professional body of which you are a member

# OTHER SPECIALISED TRAINING

Please give details of any other specialised training or qualifications not covered in previous sections (e.g. short courses, on-the- job training).

# DRIVING

|  |  |
| --- | --- |
| Do you hold a full, current UK licence? | Yes [ ]  No [ ]  |
| If yes, what type of licence: | Private/Light Goods [ ]  HGV [ ]  |
|  | Class: |
| Do you hold a PSV licence, which would allow you to drive a school minibus? | Yes [ ]  No [ ]  |

Give a concise account of relevant experience or achievements in support of this application. Also include any appropriate leisure interests (membership) of relevant societies etc. **Please use this section to outline how you meet the essential/desirable criteria per the person specification in the Job Vacancy Pack, to help inform the shortlisting process.** Please use an additional sheet if necessary.

Please supply the names and addressed of two persons willing to provide references. One should be from your current or most recent employer.

References will not be accepted from relatives or people writing solely in the capacity of friends.

FIRST REFERENCE:

|  |
| --- |
| Name |
| Address |
| Telephone no |
| Email |
| Position held |
| Context in which you are known to the above |

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SECOND REFERENCE:

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| --- |
| Name |
| Address |
| Telephone no |
| Email |
| Position held |
| Context in which you are known to the above |

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CRIMINAL CONVICTIONS

Have you ever been convicted of any criminal offence? Yes [ ]  No [ ]

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘no’ to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act, 1974 (Exemptions) Order, 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If yes, please specify date of conviction, Court, nature of offence and sentence imposed:

MARKETING INFORMATION

|  |
| --- |
| How did you find out about this vacancy? *(Please tick all that apply)*Word of Mouth [ ]  School Website [ ]  Social Media [ ]  Current Staff [ ]  Indeed [ ]  TES [ ]  .GOV Jobs [ ]  Greater Jobs [ ]  Other [ ]  |

# WHEN COMPLETED, PLEASE RETURN THIS FORM TO:

**Anne Walsh, PA to the Headmaster**

St Christopher’s CE High School Queens Road West

Accrington BB5 4AY

If you have any questions, please contact **a.walsh@st-christophers.org** or **01254 232992**

If we have not contacted you within seven days of the closing date, your application has been unsuccessful at this time.