**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.

**Application for the role of:**

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**Applicant’s Personal Details**

|  |  |
| --- | --- |
| Title |  |
| First name (s) |  |
| Surname |  |
| Previous names |  |
| Permanent address |  |
| Work telephone no. |  |
| May we telephone you at work? | Yes  No |
| Home telephone no. |  |
| Mobile telephone no. |  |
| Email address |  |
| National Insurance no. |  |

**Present or most recent employment**

|  |  |
| --- | --- |
| Name of present employer |  |
| Address |  |
| Post held |  |
| Dates employed |  |
| Is this employment | Permanent  Temporary  Full time  Part time  Job share |
| Reason for leaving |  |

**Previous Employment**

Start with most recent and please explain any gaps in employment. 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 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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**Education and academic qualifications**

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| --- | --- | --- | --- |
| **School, college or university** | **From** | **To** | **Subjects/Qualifications/Grades/Honours, dates awarded and awarding body** |
| **Secondary (11 – 16)** |  |  |  |
| **Further Education (post 16)** |  |  |  |
| **Higher Education** |  |  |  |
| **Further postgraduate qualifications** |  |  |  |
| **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**

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**Professional Bodies**

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

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

**Driving license details**

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| --- | --- |
| Do you hold a full, current UK license? | Yes  No |
| If yes, what type of license: | Private/Light Goods  HGV  Class Click here to enter text. |
| Do you hold a PSV license, which would allow you to drive a school minibus? | Yes  No |

**Experience or Achievements**

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 an additional sheet if necessary.

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**Professional references**

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 |  |

**Second reference:**

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

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| --- |
| Have you ever been convicted of any criminal offence?  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: |

**When completed, please return this form to:**

Sue Johnson

HR and Payroll Manager

St Christopher’s CE High School

Queens Road West

Accrington

BB5 4AY

If you have any questions, please contact [s.johnson@st-christophers.org](mailto:s.johnson@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.