CONFIDENTIAL

**THE MARIST SCHOOL APPLICATION FORM**

**FOR SUPPORT STAFF**

**NAME OF CANDIDATE:**

**POST APPLIED FOR:**

**DATE COMMENCING:**

**Before you begin please check that you have the following:**

1. Application Form
2. Recruitment Monitoring Form
3. Rehabilitation of Offenders Act 1974 – Disclosure Form

**Please return all three forms to:** **HR@themarist.com**

*The Marist School is committed to safeguarding and promoting the welfare of children and young people and expects*

*all staff to share this commitment.  It is our aim that all pupils fulfil their potential.*

***The Marist School, Kings Road, Sunninghill, Berkshire, SL5 7PS***

|  |
| --- |
| ***1. APPLICANT’S PERSONAL DETAILS*** |
| **Application for the position of:** |
| Permanent □ Full Time □ Part Time □ Term Time only □ Fixed Term □ Temporary □  *(tick as appropriate)* |
|  |
| Title: Mr □ Mrs □ Miss □ Ms □ *(tick as appropriate)* |
| First Name(s): Surname: |
| Any former name(s) (first/surname): |
| Known as:  Date of Birth:  |
| Address: |
| Tel No (Home): Mobile No:  |
| Tel No (Work): Email: |
| National Insurance No: Nationality: British Nationality at birth (if different from above): |
| Religion denomination/Faith: Catholic  |
| Do you need a UK Border Agency Certificate of Sponsorship? Yes □ No □ |
| If yes please give details and expiry here: |

|  |
| --- |
| ***2. DETAILS OF APPLICANT’S PRESENT EMPLOYMENT***  |
|  Are you presently employed? Yes [ ]  No [ ] If no, please proceed to the next section. |
| Name of Employer: |
|  |
| Post Title: Present/Most recent annual salary: |
| Date of Appointment: Permanent or Temporary?  |
| Full time or Part time? Notice Required: |
| Main duties and responsibilities of your current or most recent post |
| Reason for leaving |

|  |
| --- |
|  |
| ***3.APPLICANT’S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE*** |
| Please give details of your career history, not including your present position, in chronological order, starting with the most recent. |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer's name & address and nature of business** | **Full or Part Time** | **Job title and brief description of duties undertaken** | **Dates employedMonth/Year** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

  |

|  |
| --- |
| ***4. OTHER EMPLOYMENT/ WORK EXPERIENCE*** |
| Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications. |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Other post 16 employment/ work experience** | **Paid/ Voluntary** | **Details** | **Dates Month/Year** |
| **From** | **To** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

  |

|  |
| --- |
| ***5. POST 11 EDUCATION AND TRAINING*** |
| Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please include any post-graduate or professional/vocational qualifications. |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Establishment attended, full name and address** | **Full or Part Time** | **Qualifications, date award made, awarding body and final grade(s)** | **Dates attendedMonth/Year** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

  |

|  |
| --- |
| ***6. INTERESTS AND HOBBIES*** |

|  |
| --- |
| ***7. OTHER EXPERIENCE*** |
| If there are any periods of time not accounted for, such as, time spent raising a family or extended travel, please give details. |

|  |
| --- |
| ***8. SUPPORTING STATEMENT*** |
| Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification.      |

|  |
| --- |
| ***9. REFERENCES[[1]](#footnote-1)*** |
| Please supply the names of three referees. One referee **must be your current** or most recent employer. At least one referee must be from an employer by whom you were employed to work with children (if relevant). Referees must NOT be members of your family, your spouse/partner, or friends.References will be sought on shortlisted candidates and previous employers may be contacted to verify particular experience or qualifications before interview.Current or previous employers will be asked about disciplinary offences relating to children including penalties that are ‘time expired’ and any child protection concerns. |
| **1**  **Present Employer**Name:      Position:      Organisation:      Address:      Postcode:      Daytime Telephone Number:      Email Address:        |
| **2**Name:      Position:      Organisation:       Address:      Postcode:      Daytime Telephone Number:      Email Address:        |
| **3**Name:       Position:       Organisation:      Address:      Postcode:      Daytime Telephone Number:      Email Address:        |

Notes:

1. We reserve the right to take up references with any previous employer. **Please advise if you do not want us to do so at this stage and provide reasons.**
2. If any of your referees knew you by another name, please specify that name(s) here:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 9.2 Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body or any current employees of the Governing Body?Yes: [ ]  No: [ ] If yes, please complete the following:

|  |  |
| --- | --- |
| **Name of Governing Body member/employee** | **Relationship to you** |
|       |       |
|       |       |

9.3 Please state where (or how) you first learned of this vacancy:       |

|  |
| --- |
| ***10. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS*** |
| 10.1 The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.Please confirm whether you have been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.Yes: [ ]  No: [ ] If yes, please provide details:-

|  |
| --- |
|       |

10.2 By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): [ ] 10.3 In the event of a successful application an offer of employment may be made to you which is  conditional upon receipt of satisfactory Disclosure and Barring Service Checks ('DBS Checks')  (formerly CRB Check and ISA Check) in relation to criminal and child protection matters.   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 on the GOV.UK website.  Please note that a conviction will not necessarily be a bar to  obtaining employment. By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”): [ ]  |

|  |
| --- |
| ***11.REHABILITATION OF OFFENDERS ACT 1974*** |
| As the position you are applying for gives you access to vulnerable groups, you are required to disclose certain convictions and cautions (other than those which are so protected) on the “Rehabilitation of Offenders Act 1974 – Disclosure Form” available on our website.  |

|  |
| --- |
| ***12.DATA PROTECTION ACT 1998*** |
| By checking the box below I hereby give my consent for personal information (any information which may be considered Personal Data and/or Sensitive Data within the meaning of the Data Protection Act 1998, which includes recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.[ ]  |

|  |
| --- |
| ***13.IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006*** |
| The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested: [ ]  |

|  |
| --- |
| ***14. DECLARATION*** |
| If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.Providing false information is an offence and may result in this application being rejected. Is such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Agency (England only), the GTC (Wales only) or the Police, if appropriate.By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all qualifications that I claim to hold. [ ]  |

|  |
| --- |
| I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.Signature:      Date:       |

1. The Marist Schools reserves the right to take up references with any previous employer. [↑](#footnote-ref-1)