

THE URSULINE PREPARATORY SCHOOL ILFORD

Independent Roman Catholic School for Girls and Boys (3 – 11 years)



SAFER RECRUITMENT APPLICATION FORM SUPPORT STAFF

Please ensure you complete **all** sections of this form and note CVs will not be accepted

POST APPLIED FOR:

Personal Details:

Title:

Last Name:

First Name:

Known As:

Any Former Names:

Address:

Post Code:

Preferred Telephone Number:

Email Address:

How would you like us to contact you about your application *Email/Post*

WORKING IN THE UK

Are you eligible to work in the UK/EEA?

Yes

No

Do you require a work permit to work in the UK?

Yes

No

National Insurance Number:

Date of Birth:

DBS/CRB Number:

DBS/CRB Issue Date:

Registered Body:

EMPLOYMENT HISTORY: Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. **It is important that there are no gaps in employment on your application form – please use a continuation sheet if necessary.** Please include periods of unemployment, detailing which office you may have received benefits from, and if you have been self employed you will need to provide proof. If you are short-listed we will obtain references, which may cover a full three year history, they could include time spent in education. We will seek information on all areas of ability and performance.

NAME OF CURRENT/LAST EMPLOYER

Address:

Post Code:

Employer's Telephone Number:

Job Title:

Salary:

Date From:

Leaving Date or Notice Period:

Reason for Leaving:

Brief Description of Responsibilities:

EMPLOYMENT HISTORY CONTINUED:

PREVIOUS EMPLOYMENT

EMPLOYER'S/ORGANISATION'S NAME:

Address:

Post Code:

Post Held:

Salary:

Date from:

to:

Reason for Leaving:

EMPLOYER'S/ORGANISATION'S NAME:

Address:

Post Code:

Post Held:

Salary:

Date from:

to:

Reason for Leaving:

EMPLOYER'S/ORGANISATION'S NAME:

Address:

Post Code:

Post Held:

Salary:

Date from:

to:

Reason for Leaving:

EMPLOYER'S/ORGANISATION'S NAME:

Address:

Post Code:

Post Held:

Salary:

Date from:

to:

Reason for Leaving:

Please provide details of any gaps of employment history – with dates

REFEREES: *Please give the details of two referees. One of these should be your Line Manager with your present and/or last employer. Referees will be contacted prior to interview.*

REFEREE'S NAME:

Post Held:

Address:

Post Code:

Email Address:

Telephone Number:

Your relationship to the referee:

REFEREE'S NAME:

Post Held:

Address:

Post Code:

Email Address:

Telephone Number:

Your relationship to the referee:

QUALIFICATIONS AND TRAINING:

Secondary Education

Name of School/College

Date from:

To:

Address

Post Code:

Qualifications and grades obtained:

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

NAME OF COLLEGE/UNIVERSITY/OTHER

Date from:

To:

Address:

Post Code:

Qualifications and grades obtained:

PROFESSIONAL QUALIFICATIONS/REGISTRATIONS: Please provide details of any professional qualifications and membership of Professional Institutes that you hold

NAME OF PROFESSIONAL BODY:

Membership grade and number:

Date obtained:

NAME OF PROFESSIONAL BODY:

Membership grade and number:

Date obtained:

NAME OF PROFESSIONAL BODY:

Membership grade and number:

Date obtained:

SUPPORTING STATEMENT AND ACHIEVEMENTS: Please use this space to tell us how you meet each of the points on the job description. We need to have this information in order to consider your application. Please attach additional information if you require more space.

Before completing this form, please read the following notes carefully:

EXEMPT

REHABILITATION OF OFFENDERS ACT 1974

This post is exempt from the above Act, as the nature of the job falls within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendment.

This means you must declare on this form *all* offences, convictions, cautions, bindovers irrespective of when these were awarded. You must also inform us of any court cases you may have pending. Possession of a conviction or caution will not necessary be a bar to employment with The Ursuline Preparatory School Ilford; each case is considered on its merits. All information will be treated in the strictest confidence and will be used for this job application only.

As this post involves working with or has access to children or vulnerable adults and/or their records, we will require an enhanced DBS Disclosure Check for the successful candidate. You will be required to sign a declaration on the Disclosure Form stating whether you have any previous convictions.

Have you ever been cautioned or convicted of a criminal offence	Yes	No
Have you ever been disqualified from working with children or vulnerable adults	Yes	No
Do you have any unspent criminal convictions or cautions	Yes	No

If you fail to disclose any criminal convictions or cautions, including those spent, it could result in withdrawal of the job offer, dismissal or disciplinary action by The Ursuline Preparatory School Ilford.

Details of Offence(s)	Place and date of Judgement(s)	Sentence(s)

If you do not have any, please write NONE

I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may after appointment lead to disciplinary action, which could lead to my dismissal without notice.

If shortlisted, I give my permission for a Barred List Check to be undertaken prior to interview: Yes No

Name: _____ (please print)

Signed: _____

Date: _____

