

**CONFIDENTIAL APPLICATION FORM (AUXILIARY STAFF)**

All successful applicants will be required to provide information to support an Enhanced Criminal Records Bureau

(CRB) Disclosure and List 99 / PoCA / ISA Barred Lists check.

We will seek references on all short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

We will ask your most recent / previous employer (or voluntary organisation) about any disciplinary offences relating to children, including any for which the penalty is “time expired”, and whether you have been the subject of any safeguarding concerns and if so, the outcome of any enquiry or disciplinary procedure.

**Position applied for**

**Personal Information**

First Names

Surname

Current address in full including postcode

Home telephone number

Mobile number

E-mail address

National Insurance Number

Are you eligible to work in the UK? YES NO

**Equal opportunities**

We will shortlist candidates for interview based only on the information received on this application form. All shortlisted candidates will be asked to advise us if they have a disability which will require us to make adjustments for the interview. You are asked not to attach the Protected Characteristics Monitoring Form to your application form although you may return them in the same envelope. This will allow us to ensure that the information provided does not influence our recruitment decisions.

**Education (Schools attended since age 11)** please continue on a separate sheet if necessary

Name of school 1

Address of school 1

Attended school 1 from to

Name of school 2

Address of school 2

Attended school 2 from to

**School examinations**

Subject Result Awarding Body

**Further Education and training** please continue on a separate sheet if necessary

Name of college / university 1

Address of college / university 1

Attended college / university 1 from to

Name of college / university 2

Address of college / university 2

Attended college / university 2 from to

**College/University examinations**

Subject Result Awarding Body

**Previous Employment (and unemployment)** – since leaving secondary school

Please include details of your most recent employment (and unemployment) first and use the spaces below to giver details of other employment (and unemployment) since leaving secondary school, working backwards from the most recent. You must include details of all part-time employment and voluntary work and also explain any gaps in your employment history. Please answer all questions and continue on a separate sheet if necessary.

Present / last employer

Address

Starting date Leaving date

Job title Salary

Employment status Part-time Full-time Hours worked per week

Reason for leaving

Previous employer

Address

Starting date Leaving date

Job title Salary

Employment status Part-time Full-time Hours worked per week

Reason for leaving

Previous employer

Address

Starting date Leaving date

Job title Salary

Employment status Part-time Full-time Hours worked per week

Reason for leaving

Previous employer

Address

Starting date Leaving date

Job title Salary

Employment status Part-time Full-time Hours worked per week

Reason for leaving

Please state your personal qualities and experience that you believe are relevant to your suitability for the position for which you are applying, and how you meet the person specification for this position.

Please tell us why you think you would be suitable to take up the position you have

applied for, and what you think you could bring to

the role.

Please state your views on primary education.

Interests and hobbies (give details of pastimes, sports etc.)

Offices held in social /

sports clubs etc.

Do you read or speak any language other than English? YES NO

If yes, which languages?

If offered this position, would you continue to work elsewhere? YES NO

If yes, please give details

Are you related to, or have a close, personal relationship with any employee of

St Vincent de Paul Catholic Pri? YES NO

If yes, please give details

**Suitability Declaration**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. Failing to make such a declaration or providing false information is an offence which could result in rejection of the application, summary dismissal if already selected and possible referral to the police and/or the DfE Children’s Safeguarding Operations Unit**

Have you ever been convicted, cautioned or bound-over for any offence? YES NO

If YES, please provide full details in a sealed envelope marked with your name and CONFIDENTIAL

Have you ever been disqualified from working with children? YES NO

Are you named on List 99, PoCA List, ISA Barred Lists or Sex Offender’s Register, or subject to sanctions imposed by any regulatory body such as (but not limited to) the General Teaching Council?

YES NO

**References**

Please give the names and addresses of two people who have recent professional knowledge of your work

(i.e. not solely friends or relatives), to whom reference may be made.

In providing these details you authorise the obtaining of references to support this application and release

St Vincent de Paul Catholic Primary and referees from any liability caused by giving and receiving information.

**Reference 1 Reference 2**

Name Name

Address Address

Job Title Job Title

Daytime

phone number

Daytime

phone number

**Declaration:**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement or deliberate omission may be sufficient cause for rejection, or if employed, dismissal and possible referral to the police

I agree that if any of the information provided by me on this form changes, I will contact St Vincent de Paul Catholic Primary School to update the information, in confidence.

Signed Date

Ensure that you have completed all sections of this form. You may attach a supporting letter if you wish.

**FOR OFFICE USE ONLY**

Ensure this application is assessed strictly against the Job Description and Person Specification and score sheet attached.

Interviewed by

On (date) at (time)

CRB Form checked and ID seen by

Type of ID

**AFTER INTERVIEW, COMPLETED QUESTION NOTES SHOULD BE ATTACHED TO THIS FORM**

**ALL APPLICATION FORMS TOGETHER WITH SELECTION DOCUMENTION WILL BE KEPT FOR A MINIMUM OF 6 MONTHS AND SECURELY DESTROYED (SHREDDED) WHEN NO LONGER REQUIRED**