



St Benedict's Catholic College, Norman Way, Colchester. CO3 3US

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## CONFIDENTIAL APPLICATION FORM

Post Applied for: \_\_\_\_\_ Closing date: \_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). The information given will be treated as confidential. **All sections must be completed.** For guidance on completing this form, please refer to the Guidance Notes – Teaching Staff document found on our website.

When submitting this form electronically, you will be required to confirm the information is accurate by ticking the relevant boxes in the declaration section.

If you have any special requirements and/or require reasonable adjustments to enable you to complete this form and/or during the recruitment process, please contact the college office.

### PERSONAL DETAILS

|                                                                                                          |                                                                                                |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Last name:</b>                                                                                        | <b>Title:</b>                                                                                  |
| <b>First name(s):</b>                                                                                    | <b>Previous names:</b>                                                                         |
| <b>Home Address:</b>                                                                                     |                                                                                                |
| <b>Post Code:</b>                                                                                        | <b>Email (Home):</b>                                                                           |
| <b>Telephone (Home):</b>                                                                                 | <b>Telephone (Mobile):</b>                                                                     |
| <b>Telephone (Work):</b>                                                                                 | <i>Please tick the box if you do not wish to be contacted at work</i> <input type="checkbox"/> |
| <b>Religious denomination or Faith:</b>                                                                  |                                                                                                |
| <b>National Insurance number:</b>                                                                        |                                                                                                |
| <b>Do you have the right to work in the UK?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                                |

### CURRENT OR MOST RECENT EMPLOYMENT

|                                                                                         |                            |                                              |
|-----------------------------------------------------------------------------------------|----------------------------|----------------------------------------------|
| <b>Employer's name:</b>                                                                 |                            |                                              |
| <b>Department/Section:</b>                                                              |                            |                                              |
| <b>Address:</b>                                                                         |                            |                                              |
| <b>Job title:</b>                                                                       | <b>Grade:</b>              | <b>Salary:</b>                               |
| <b>Date started:</b>                                                                    | <b>Allowances (Type):</b>  |                                              |
|                                                                                         | <b>Allowances (Value):</b> |                                              |
| <b>Are you still employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                            |                                              |
| <b>If YES, notice required:</b>                                                         |                            | <b>or, if NO, the date employment ended:</b> |
| <b>Brief description of the main duties of the job:</b>                                 |                            |                                              |
| <b>Reason for leaving:</b>                                                              |                            |                                              |

**PREVIOUS EMPLOYMENT DETAILS**

Please list the most recent first, with precise dates if possible, as this information may be used to assess salary. Supply teaching appointments need not be listed individually. *(Continue on a separate sheet if necessary).*

| Employer and establishment | Job title | Salary | From | To | Reason for leaving |
|----------------------------|-----------|--------|------|----|--------------------|
|                            |           |        |      |    |                    |

**BREAKS IN EMPLOYMENT HISTORY**

If you have had any breaks in employment since leaving school, give details of these periods, including dates, and your activities during these times e.g. unemployment, raising family, voluntary work, training.

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained.

**HIGHER EDUCATION**

| Establishment(s) | From | To | Qualification / Subject | Grade | Date |
|------------------|------|----|-------------------------|-------|------|
|                  |      |    |                         |       |      |

**SECONDARY SCHOOL EDUCATION**

| Establishment(s) | From | To |
|------------------|------|----|
|                  |      |    |

**EXAMINATIONS**

| Subject | Date | Results/Grade |
|---------|------|---------------|
|         |      |               |

**OTHER QUALIFICATIONS OBTAINED**

| Course and organising body | Date | Qualification |
|----------------------------|------|---------------|
|                            |      |               |

|                                                                               |                                                          |
|-------------------------------------------------------------------------------|----------------------------------------------------------|
| Do you hold Qualified Teacher Status (QTS):                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Teacher Reference number                                                      | /                                                        |
| Date of statutory induction period started (if qualified since August 1999)   |                                                          |
| Date of statutory induction period completed (if qualified since August 1999) |                                                          |

### OTHER RELEVANT TRAINING AND DEVELOPMENT

Please list most recent first and continue on separate sheet if necessary.

| Brief Description/Course title | Date | Organising body |
|--------------------------------|------|-----------------|
|                                |      |                 |

### REFERENCES

Please nominate **three** referees. In the case of a Catholic applicant, one referee should be your Parish Priest/Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. References will not be accepted from those writing solely in their capacity of friends or relatives. **References will be taken up before interview.** If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact. The college may contact other previous employers for a reference with your consent.

|                       |                |
|-----------------------|----------------|
| <b>1) Name:</b>       | <b>Status:</b> |
| <b>Address:</b>       |                |
| <b>Email address:</b> |                |
| <b>Telephone:</b>     |                |
| <b>2) Name:</b>       | <b>Status:</b> |
| <b>Address:</b>       |                |
| <b>Email address:</b> |                |
| <b>Telephone:</b>     |                |
| <b>3) Name:</b>       | <b>Status:</b> |
| <b>Address:</b>       |                |
| <b>Email address:</b> |                |
| <b>Telephone:</b>     |                |

### CLOSE PERSONAL RELATIONSHIPS

Failure to disclose a close personal relationship as above may disqualify you. **Canvassing of governors or senior managers of the School by or on your behalf is not allowed.**

|                                                                                                                                                      |           |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Are you a relative or partner, or do you have a close personal relationship with, any employee or Governor of St Benedict's Catholic College?</b> | Yes<br>No |
| <b>If yes, please give details:</b>                                                                                                                  |           |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please use this person specification as a prompt to describe the experiences, skills, competencies and qualifications that make you suitable for this post. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. *(Please continue on a separate sheet if necessary).*

**Please confirm the following statements are true by signing and ticking below.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p><b>Declaration</b><br/>I certify that, to the best of my belief, the information I have provided is true and I understand that any false information will result, in the event of employment, in disciplinary investigation by the school, and is likely to result in dismissal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |
| <p><b>Disclosure of criminal convictions</b><br/>Preferred candidates will be asked to complete a Self-Disclosure Form (SD2) to disclose whether they have:</p> <ul style="list-style-type: none"> <li>any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974; or</li> <li>any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.</li> </ul> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance notes are available to accompany the SD2 form to assist candidates with information which must be disclosed. Any information disclosed will be treated in the strictest confidence.</p> <p>Where appropriate for the role, a disclosure/status check will be sought from the Disclosure and Barring Service (DBS) in the event of a successful application. A person's criminal record will not in itself be a bar to obtaining employment, save in the case of management positions where a S128 Direction issued by the Secretary of State will prohibit employment</p> |                          |
| <p><b>Safer recruitment</b><br/>I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would prohibit me from applying for this post.</p> <p>A disqualified person may only be employed in a relevant post if they obtain a waiver from Ofsted. A copy of the Disqualification Declaration Form is available from the college office if you wish to review this Form prior to submitting your application.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |
| <p><b>Data Protection Act</b><br/>I acknowledge that by completing this form the college will hold and process personal data (including special categories of data e.g. information about health) about me in line with their data protection policy. I acknowledge that the college will use/process this information for the duration of the recruitment process. I acknowledge this information will only be shared in line with the Privacy Notice.</p> <p>If I am the successful applicant, I acknowledge that this information will be retained in line with the college's retention schedule. If I am not the successful candidate, I acknowledge this information will be retained by the college in a secure electronic/paper system for no longer than 6 months from the date of the appointment of the successful candidate.</p> <p>All forms submitted (in paper or electronic format) will be held securely by the college in line with our data protection policy</p> <p>Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - <a href="http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/">www.stbenedicts.essex.sch.uk/welcome/privacy-notice/</a></p>                                                                                                                                                                                                                          | <input type="checkbox"/> |
| <p><b>Correspondence</b><br/>Thank you for applying for this post. Your interest in working for us is very much appreciated. Your application will be acknowledged by email.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                          |
| <p><b>Signed:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Date:</b></p>      |

# Recruitment Monitoring Information

Post title: \_\_\_\_\_

Last name: \_\_\_\_\_ First name(s): \_\_\_\_\_

St Benedict's Catholic College are committed to ensuring that applicants are selected on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policies and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the shortlisting or interview panel. This section will be detached from the application form prior to shortlisting. If you do not wish to share this information, you can select the "prefer not to say" option.

## 1. Age

- |                                |                                |                                |                                            |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------------------|
| <input type="checkbox"/> 15-19 | <input type="checkbox"/> 35-39 | <input type="checkbox"/> 55-59 |                                            |
| <input type="checkbox"/> 20-24 | <input type="checkbox"/> 40-44 | <input type="checkbox"/> 60-64 |                                            |
| <input type="checkbox"/> 25-29 | <input type="checkbox"/> 45-49 | <input type="checkbox"/> 65-69 |                                            |
| <input type="checkbox"/> 30-34 | <input type="checkbox"/> 50-54 | <input type="checkbox"/> 70+   | <input type="checkbox"/> Prefer not to say |

2. Date of Birth \_\_\_\_\_

☐ Prefer not to say

## 3. Gender

- ☐ Male ☐ Female ☐ Prefer not to say

## 4. Ethnic origin

Asian/Asian British – Bangladeshi

Asian/Asian British – Indian

Asian/Asian British – Pakistani

Asian/Asian British – Chinese

Asian/Asian British – Other

Black/Black British – African

Black/Black British – Caribbean

Black/Black British – Other

Mixed – White and Asian

Mixed – White and Black African

Mixed – White and Black Caribbean

Mixed other

White – British

White – Irish

White – Other

Other (please specify) \_\_\_\_\_

Prefer not to say

## 5. Sexual orientation

- |                                       |                                  |                                            |
|---------------------------------------|----------------------------------|--------------------------------------------|
| <input type="checkbox"/> Heterosexual | <input type="checkbox"/> Lesbian | <input type="checkbox"/> Bisexual          |
| <input type="checkbox"/> Gay          | <input type="checkbox"/> Other   | <input type="checkbox"/> Prefer not to say |

The information contained on this form will be held on a computer file  
(Continued overleaf).

## 6. Disability

Before ticking the appropriate box below please read the definition of disability.

The definition of disability, as outlined in the Equality Act 2010 is as follows: “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities”.

To be protected under the Act.

- An individual must have an impairment which can be physical or mental.
- It has to be substantial, that is something more than minor or trivial.
- It needs to be long term i.e. The impairment has lasted or is likely to last in total for at least twelve months or more, or is likely to last for the rest of the life of the person affected (long term includes conditions which fluctuate or may recur such as cancer, HIV/AIDS and multiple sclerosis) **and**
- It must affect their day-to-day activities on a regular basis (day-to-day activities includes things such as reading, lifting and carrying objects, personal care, shopping, meeting and communicating with people. The effect of your impairment on everyday activities is considered as it would be without medication or aids. The only exception is eyesight which should be judged when an individual is wearing their usual lenses or spectacles).

- ☐ I do consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).
- ☐ I do not consider myself to have a disability as defined by the Equality Act 2010 (as detailed above).
- ☐ I prefer not to say.

## 7. Data Protection Act

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p><b>Declaration</b><br/>I hereby give my consent for the Recruitment Monitoring Information provided on this form 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.</p> <p>Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - <a href="http://www.stbenedicts.essex.sch.uk/welcome/privacy-notice/">www.stbenedicts.essex.sch.uk/welcome/privacy-notice/</a></p> | <input type="checkbox"/> |
| <p><b>Signed:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>Date:</b></p>      |