



ST BRENDAN'S
SIXTH FORM COLLEGE

The Catholic College for the community

APPLICATION FOR EMPLOYMENT
AT SAINT BRENDAN'S SIXTH FORM COLLEGE, BRISTOL
(ROMAN CATHOLIC DIOCESE OF CLIFTON)

POST APPLIED FOR: _____ Full-time/Part-time

PERSONAL DETAILS

SURNAME: _____ TITLE: _____

FORENAME(S): _____

ADDRESS: _____

—

_____ POSTCODE: _____

TELEPHONE NUMBER (HOME) (INCLUDING STD CODE): _____

TELEPHONE NUMBER (WORK) (INCLUDING STD CODE): _____

MOBILE PHONE NUMBER: _____

E MAIL ADDRESS: _____

Email will be used for all correspondence during the selection procedure. If you do not have an accessible email account please tick here

NATIONAL INSURANCE NO: _____

www.stbrn.ac.uk

Broomhill Road, Brislington, Bristol BS4 5RQ
T 0117 977 7766 F 0117 972 3351 E info@stbrn.ac.uk

Principal
Ann Barrow MA PGCE



INVESTOR IN PEOPLE
Charity Number 233977

EDUCATION AND TRAINING FROM THE AGE OF 11

Please give information about education received in this country or abroad, qualifications obtained including degrees, with class and division, and Teachers' Certificates in chronological order. Please include postgraduate and professional qualifications (if applicable)

ESTABLISHMENT ATTENDED	FULL OR PART TIME	QUALIFICATIONS	DATES ATTENDED	
			FROM	TO

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (stating length of courses). *Please continue on a separate sheet if necessary.*

TEACHER DETAILS *(for teaching posts only)*

DEPARTMENT OF EDUCATION & SKILLS REFERENCE NUMBER: _____

DATE OF QUALIFICATION AS A TEACHER: _____

Type of teacher training: *please tick appropriate box*

Primary (Infant, Nursery or Junior) Middle Secondary FE

State subjects offered _____

Memberships of Professional Associations

NAME OF ASSOCIATION OR BODY eg GTC/IFL	MEMBERSHIP GRADE	MEMBERSHIP NUMBER	DATE REGISTERED

Do you have the Catholic Certificate in Religious Studies or equivalent? YES/NO

4. DETAILS OF CURRENT OR MOST RECENT POST AND SALARY

Please supply all information requested as appropriate.

Current (or most recent) Post: _____

Employer: _____

Place of work including address: _____

Salary: _____ Start date: End date: (if applicable): _____

When would you be available to start work? _____

Brief description of responsibilities _____

5. PREVIOUS EMPLOYMENT RECORD

Please give details of other employment in chronological order, starting with the most recent.

NAME AND LOCATION OF EMPLOYER	DATES FROM/TO (Month/year)	POST HELD AND BRIEF RESPONSIBILITIES	REASON FOR LEAVING

Details of other employment and unpaid experience after the age of 16, in chronological, most recent first (for example family duties, voluntary work etc) which you wish to be taken into consideration.

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so here

6. REFERENCES

Please nominate up to three referees. If you are in employment, one referee should be your present employer. Please tick the boxes only if you do not want the referee(s) to be contacted prior to shortlisting. References should cover the last 5 years of employment.

NAME: _____ JOB TITLE: _____

ADDRESS: _____

_____ TELEPHONE: _____

POST CODE: _____ E MAIL ADDRESS: _____

NAME: _____ JOB TITLE: _____

ADDRESS: _____

_____ TELEPHONE: _____

POST CODE: _____ E MAIL ADDRESS: _____

NAME: _____ JOB TITLE: _____

ADDRESS: _____

_____ TELEPHONE: _____

POST CODE: _____ E MAIL ADDRESS: _____

We reserve the right to take up references with any previous employer:

Notes

- (i) Referees may be contacted before interview
- (ii) If any of your referees knew you by another name, please write that name _____

Are you related to any member of the governing body? YES/NO

If so, please give their name _____

7. PERSONAL STATEMENT

Please give reasons why you wish to apply for this post. You may use the sheet at the end of the book or the statement can be included as a wordprocessed document (no more than one side of A4 paper). Please include:

- The reasons for leaving your current or last employer.
- Details of any experience or training you have had which you consider to be relevant.
- Details of your interests and hobbies, including any official positions held.
- Any other information you wish to add in support of your application.

8. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter 'NIL'. If you have been convicted of a criminal offence, the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal action or court hearings against you. Please see the Notes for Applicants for guidance.

DATE OF CONVICTION/PENDING HEADING	OFFENCE	SENTENCE

CRIMINAL RECORDS BUREAU

In the event of a successful application, a Disclosure will be sought from the Criminal Records Bureau in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

SIGNATURE: _____

DATE: _____

9. DATA PROTECTION ACT 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of the 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.

SIGNATURE: _____

DATE: _____

10. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the governing body will require new members of staff to provide documentary evidence that they are legally entitled to work and live in the United Kingdom. If you are called to an interview you must bring this evidence with you whereby a copy will be made.

I hereby declare I am legally entitled to work in the United Kingdom and will provide documentary evidence if I am called to interview.

SIGNATURE: _____

DATE: _____

11. DECLARATION

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

False or misleading information on this form will disqualify you from appointment or if appointed will render you liable to dismissal without notice.

SIGNATURE: _____ DATE: _____

The post will be subject to the terms and conditions of the governing body's contract

DATA PROTECTION ACT

The College collects and keeps information from job applications and we may send details of future job opportunities to you. We may keep your name and address, and details of your application. If you do not wish us to do this, please indicate by ticking the box below. I do not want you keep my detail on file if I am unsuccessful in my application.

(Tick if appropriate)

PERSONAL STATEMENT
(Maximum 1 A4 side please)

Saint Brendan's Sixth Form College

EQUAL OPPORTUNITIES IN EMPLOYMENT

Saint Brendan's Sixth Form College has an Equal Opportunities Policy aimed at treating all applicants for employment fairly, irrespective of their ethnic origin, gender, marital status, disability, sexual orientation or age. In order to help us achieve this, it is essential that we monitor our recruitment processes.

The college is concerned to treat all current and prospective employees equally, as individuals. We are keen to monitor whether or not we are achieving our aims in attracting a diverse workforce.

To help us implement our Equal Opportunities policy we would ask that you complete the questions below and return with your application form to the College. This form enables us to monitor our recruitment. It will be separated from your application form prior to short listing and the form will not be used to identify individuals. It will not be seen by any member of the selection panel.

THIS INFORMATION WILL BE USED FOR EQUAL OPPORTUNITIES MONITORING PURPOSES ONLY. IT WILL NOT FORM PART OF THE APPLICATION FOR EMPLOYMENT PROCESS AND THE INFORMATION HELD WILL BE KEPT STRICTLY CONFIDENTIAL.

1. Post applied for

2. Where did you hear about the post?

- Local press
- TES
- College website
- Job Centre
- Word of mouth
- Other website – please specify
- Other – please give details below

3. Sex Male Female

4. Sexual Orientation

How would you describe your sexual orientation?

- Heterosexual
- Gay/Lesbian
- Bisexual
- Unsure
- Would rather not state

5. Please tick to which of the following groups you belong. The information is strictly confidential and will not be used to identify you personally.

- Asian or Asian British - Bangladeshi
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – any other Asian background
- Black or Black British - African
- Black or Black British – Caribbean
- Black or Black British – any other Black background
- Chinese
- Mixed – White and Asian
- Mixed – White and Black African
- Mixed – White and Black Caribbean
- Mixed – any other Mixed background
- White – British
- White – Irish
- White – any other White background

Any other

Prefer not to say

Nationality

6. Date of Birth:

7. Would you describe yourself as disabled as defined in the Disability Discrimination Act 1995?

Yes

No

Are you a baptised Catholic? YES/NO

If not, please indicate below your category of religion:

Church of England

Methodist

Baptist

Christian

Hindu

Muslim

Sikh

Jew

Agnostic

No religion

Other (please specify)

Are you currently employed?

Yes

No

DISABILITY

What, if any, arrangements/facilities/support would you require to enable you to:

- a) attend the interview?
- b) carry out the duties and responsibilities?

.....
.....

Canvassing directly or indirectly will disqualify. If you are related to or have a close personal relationship with a member of the governors or to the holder of any senior office within the College, give particulars here:

.....
.....
.....

The Rehabilitation of Offenders Act 1974 may not apply to applicants for this post. Please refer to the Statement of Policy about Relevant Offences in the application pack and give details of convictions as appropriate, whether the conviction is 'spent' or not.

.....
.....
.....

Thank you for completing this form. If you have any questions relating to how the information on this form will be used, please contact the Human Resources Manager.

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

Please read the following notes carefully as a decision to shortlist you for an interview will be based on the information you provide in this form. The information given by you on the application form will be used for recruitment purposes only.

Presentation

- The form can be downloaded and returned via email.
- If you are completing by hand please write legibly.
- Keep a copy of the form for your records.
- Make sure the form arrives before the closing date. We will not accept applications that arrive after this.
- Please read the job booklet and the job description carefully as this describes the main tasks of the job you are applying for.
- Please read the personal specification carefully as this describes the candidate we are looking for i.e. skills, knowledge and experience. Your application will be assessed to see if you meet the requirements of the personal specification.

Completing the form

- **Personal Details** - When completing your personal details please ensure that these are details you can be contacted on. All correspondence will be sent via email. Please tick the box on the form if you do not have an accessible email account and an alternative contact method will be arranged.
- **Education** – Please use this section to show us you have the necessary qualifications to do the job. Please refer to the personal specification when completing this section. It is important to include any training you have undertaken that may be relevant, both in this country and abroad.
- **For teaching posts** – Please ensure you complete this section with your details and give full details of any membership to the IFL or GTC.
- **Details of current post** – Please complete the details ensuring to enter the date you are available to start work.
- **Previous employment** – Include the names, addresses and dates of your past employers and reason for leaving. If you have done community or voluntary work please include these. This should be completed in chronological order with the most recent first.
- **References** – Please ensure one of your referees is your current or most recent employer. Please also bear in mind that we do require employment references covering the last five years of employment. Remember to tick the boxes if you do not want them to be contacted prior to short listing.
- **Personal Statement** – This is one of the most important parts of the application form. It is your opportunity to tell us about yourself and how you best fit the requirements of the job. In order to get through to the short listing stage you need to demonstrate to us that you meet at least all of the essential criteria on the personal specification. We will then look at the desirable criteria so please put as much information as possible in this section, including experience, skills and or knowledge. You can use additional paper if necessary.
- **Disclosure of Criminal and Child Protection** – St Brendan's is wholly committed to Safeguarding Children. The offer of employment is subject to a

satisfactory enhanced Criminal Records Bureau check. If you have any convictions please complete this section, if not then please put NIL.

- **Declaration** – If completing the application form by hand, please remember to sign at all the relevant places.

Equal Opportunities

This form is separated from the application form on receipt and does not form any part in the recruitment process. It is used solely for monitoring purposes and will not be seen by any member of the selection panel.