

**SALESIAN COLLEGE FARNBOROUGH**

**Application Form - Support Staff**

**To be completed by all staff in non-teaching roles (including Casual Staff, Temporary Staff, Peripatetic self-employed Music/Drama/Counselling/Sports Coaches etc.)**

**Position Applied For:**

|  |  |
| --- | --- |
| **Title (Mr/Mrs/Miss/Ms/Other:** |  |
| **First Name(s) in Full:**(Please underline the name by which you like to be known) | **Surname:** |

|  |
| --- |
| **Former Surname(s):**(e.g. maiden name or any previous change of name(s) |

|  |  |
| --- | --- |
| **Current Address (including full post code):****Postcode:**  | **Telephone Numbers:****Daytime:****Evening:****E-mail:****National Insurance No:** |

|  |
| --- |
| **Previous Addresses -** if resident at current address for less than five years, please list all previous addresses within the past 5 years, including ‘from’ and ‘to’ dates, during this period: |

**DISCLOSURE & BARRING SERVICE** (formerly Criminal Records Bureau)

|  |  |
| --- | --- |
| **Have you ever applied for a DBS Disclosure:** | Yes / No |
| **If Yes –** please state the name of organisation for whom the DBS was carried out, date on the Disclosure, your surname as it appears on the Disclosure, and provide the DBS certificate number: | Organisation: | Date of Disclosure: |
| Disclosure Number: |
| Surname on Disclosure: |
| **Are you a member of the DBS Update Service:** | Yes / No | Your Date of Birth: |

**EDUCATION**

|  |  |
| --- | --- |
| **If you are a qualified Teacher, please provide your TRN Number:** |  |

Please list in chronological order all secondary schools, further education and higher education institutions attended, together with academic examinations and/or vocational qualification taken and grades/degree obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates - From/To****Month & Year** | **School/College/University** | **Academic Examination / Vocational Qualification** | **Grade/****Degree** |
|  |  |  |  |

**CAREER HISTORY**

Please list below a full history in chronological order (including post-secondary education, part-time and voluntary work, as well as full time employment) with start and end dates (month and year in each case). Please provide, where appropriate, explanations for period’s not in employment **and** **in each case** reasons for leaving employment, and ensure you include your more recent/present employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer / Voluntary Organisation / Other** | **Start and Finish Dates****(month & year)** | **Job Title and General Description of Duties** | **Reason for Leaving** |
|  |  |  |  |

(Continue on separate page if necessary)

**HOBBIES AND INTERESTS**

Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the College for the purposes of enriching extracurricular activity.

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|  |

**SUITABILITY**

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Describe any experience or skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake this post.

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|  |

**EXISTING CONTACTS WITHIN COLLEGE**

Please indicate whether you know any existing employees or members of the Governing Body

of Salesian College, and if so, how you know them.

|  |
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|  |

**REFEREES**

Please provide the details of two referees. If you have ever worked with children and/or vulnerable adults, at least one reference must be from the most recent employer/contact in that capacity. **Please note - references may not be accepted from relatives or from referees writing solely in the capacity of friends.**

|  |  |
| --- | --- |
| Name:Organisation Name (if appropriate):Address:Postcode:Telephone Number:Email:How do you know him/her: | Name:Organisation Name (if appropriate):Address:Postcode:Telephone Number:Email: How do you know him/her: |
| Please Note: **Should you be invited to interview, references will be sought at that time**.  |
| Are you happy for us to contact this referee at this time? YES or NO *(delete as appropriate)* | Are you happy for us to contact this referee at this time? YES or NO *(delete as appropriate)* |

**DECLARATIONS (please read carefully):**

SAFEGUARDING OF CHILDREN

I am aware that this role is exempt from the Rehabilitation of Offenders Act 1974 and therefore that **all** convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. I have not been disqualified from working with children, and either (***please delete as*** ***appropriate***):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked Confidential.

**It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.**

**DATA PROTECTION**

Please be aware that we will retain this personal data securely and in line with data protection regulations.  It will only be shared with those involved in the recruitment process and will either be destroyed in 12 months’ time if your application is unsuccessful or retained on our database for the duration of your time whilst at the College plus at least 7 years.

**I hereby give my consent for personal information to be processed for legal, personnel and administrative purposes.**

Please sign by hand before returning completed Application Form to the HR department:

SIGNATURE DATE

**SELF-DECLARATION**

**I certify that the information given on this form is correct and complete to the best of my knowledge.**

Please sign by hand before returning completed Application Form to the HR Manager:

SIGNATURE DATE

Completed particulars should be returned to:

HR@salesian.hants.sch.uk

Salesian College

Reading Road

Farnborough

Hampshire

GU14 6PA

**Monitoring Information**

The information requested on this form does not count towards the assessment of your application.

Name Postcode

Role Being Date of

Applied for Application

# Part 1 – Date of birth

|  |  |  |
| --- | --- | --- |
|   |  |  |

# Part 2 - Gender

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Male |  |  | Female |  |

# Part 3 – Ethnic Origin

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Black** |  | **Asian** |  | **Chinese and other** |  | **Mixed** |  |
| British |  | African |  | Bangladeshi |  | Chinese |  | Asian & white |  |
|  |  |  |  |  |  |  |  |  |  |
| Irish |  | Caribbean |  | Indian |  | Any other ethnic background  |  | Black African & white |  |
|  |  |  |  |  |  |  |  |
| Any other white background |  | Any other black background  |  | Pakistani |  |  |  |  |
|  |  |  |  |  | Black Caribbean & white |  |
|  |  | Any other Asian background  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | Any other mixed background  |  |
|  |

# Part 4 - Disability

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  |  | Yes |  |

Do you have any long-term illness, health problem or disability which may affect your daily activities or the work you can do?”

Is there anything you wish to tell us about your disability? …………………………………………………………………

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Do you feel that any special aids or equipment or other adjustments would be required to take account of your disability? If so, please provide details:

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**Thank you for providing us with this information. This form will be treated in the strictest confidence. Please return this form with your application.**