**APPLICATION FORM**

**FACILITIES AND CATERING STAFF**

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| **Position applied for:** Click or tap here to enter text. |
| **PERSONAL INFORMATION** |
| **Surname and title:** Click or tap here to enter text. | **First name(s):**Click or tap here to enter text. |
| **Former name (including maiden name):** Click or tap here to enter text. | **Date of birth:** Click or tap here to enter text. |
| **Personal telephone no :** Click or tap here to enter text. | **Personal email address:** Click or tap here to enter text. |
| **Work telephone no :** Click or tap here to enter text. | **Work email address:** Click or tap here to enter text. |
| **Please tick box if you do not wish to be contacted at work** [ ]  |
| **Address including Postcode:** Click or tap here to enter text. | **How long have you lived at this address:**[ ] Less than 5 years [ ] Over 5 years  |
| If you have lived at your current address less than 5 years please provide all previous addresses for past 5 years. |
| **Previous address:** Click or tap here to enter text. | **Previous address:** Click or tap here to enter text. |
| **Postcode:** Click or tap here to enter text. | **Postcode:** Click or tap here to enter text. |
| **Length of time at address:**   | **Length of time at address:**   |
| **National Insurance Number :** Click or tap here to enter text. |
| **Do you have a current full UK driving licence ?** [ ] Yes[ ] No |
| **Do you belong to any professional bodies?** [ ] Yes[ ] No |
| **If yes , please provide full details of membership :** Click or tap here to enter text. |
| **FOR OFFICE USE ONLY : Prohibition check Pass** [ ]  **Date :     Staff:** |
| **FOR OFFICE USE ONLY : Satisfactory online search Pass** [ ]  **Date :     Staff:** |

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| **PRESENT EMPLOYMENT** |
| **Employer’s name and address**: Click or tap here to enter text. |
| **Job title**: Click or tap here to enter text. | **Current salary**: Click or tap here to enter text. |
| **Date appointed:** Click or tap to enter a date. | **Spine point (if applicable)**: Click or tap here to enter text. |
| **Current position: Full time** [ ]  **Part time** [ ]  |
| **Reason for leaving:** Click or tap here to enter text. |
| **Brief outline of duties in your current position:** Click or tap here to enter text. |

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| **CAREER HISTORY** |
| Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer and in each case the reason for leaving employment.Please provide explanations for any periods not in employment, further education or training. |
| **Employer/Training Establishment(including dates)** | **Position held(including subject taught and at which level)** | **Reason for leaving** |
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|  **STATEMENT** **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
| Click or tap here to enter text. |
|  **Do you know any existing employee or volunteer at the School** [ ]  Yes [ ]  No **If yes, please provide full details of how you know them** Click or tap here to enter text. |
| **REFEREES** Please provide at least two professional referees**.  One referee should be your current or most recent employer.** *(If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.)*  |
| **Referee 1**  | **Referee 1** |
| **Name**  | Click or tap here to enter text. | **Name**  | Click or tap here to enter text. |
| **Position**  | Click or tap here to enter text. | **Position**  | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. | **Address** | Click or tap here to enter text. |
| **Telephone** | Click or tap here to enter text. | **Telephone** | Click or tap here to enter text. |
| **Email**  | Click or tap here to enter text. | **Email**  | Click or tap here to enter text. |
| **OUTSIDE INTERESTS****Please indicate below your interests outside of your profession.** |
| Click or tap here to enter text. |
| **Data Protection**The information that you provide on this form will be used to process your application for   employment.  The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data. |
| **I declare that the information I have given in this Application Form is accurate and true.  I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.** |
| Signature Click or tap here to enter text. | Date Click or tap to enter a date. |
|  **Declaration** As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.   Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by Mr Angeli , our Headteacher. If you would like to discuss this beforehand, please telephone in confidence to Mr Angeli for advice.  Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs)  You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.   Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.[ ] I have nothing to declare [ ] I enclose a confidential statement  |
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| **EQUAL OPPORTUNITIES MONITORING** This section of the form will be detached from your application and will be used solely for monitoring purposes.  This form will be kept separately from your application.St Johns School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.We welcome applications from all sections of the community.You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.All information provided will be treated in confidence.Please complete the form as you feel is most appropriate for you. |
| **White** [ ]  **British** [ ] **Any other backgrounds : please specify** Click or tap here to enter text. |
|  **Mixed** [ ]  **White and Black Caribbean** [ ] **White and Black African** [ ] **White and Asian** [ ] **Any other mixed background: please specify** Click or tap here to enter text. |
|  **Black or Black British** [ ]  Caribbean                   [ ]  African                               [ ]      Any other Black background: **please specify** Click or tap here to enter text. |
|  **Asian or Asian British**  [ ]  Indian        [ ]     Pakistani     [ ]      Bangladeshi       [ ]      Any other Asian background: **please specify** Click or tap here to enter text. |
|  **Chinese or other Ethnic Group** [ ]  Chinese                   [ ]       Other Ethnic Group: **please specify** Click or tap here to enter text.  |
|  **Gender**   [ ]  Male [ ]  Female [ ]  Prefer not to say  |
| **Do you consider yourself to have a disability:**              [ ] Yes                       [ ] NoIf yes, please state nature of disability: Click or tap here to enter text. |
| **Religion** Click or tap here to enter text. |
| **Sexual orientation** Click or tap here to enter text. |
| **How did you become aware of this vacancy?**Choose an item. |

Please return your completed application form to Mr Angeli (Headteacher) at b.raynard@stjohnsschool.net .