



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY

JOB APPLICATION FORM

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Selection is based on how you demonstrate your ability to do the job detailed in the Job Profile. The equal opportunities information will be separated from your application before shortlisting.

Please complete this form in type or black ink and use only the same size paper (A4) as continuation sheets. Guidance notes are included at the end of this form.

The Diocese of Chichester Academy Trust is committed to **safeguarding** and promoting the welfare of children and vulnerable adults. Your role may require you to be in contact with children. Therefore, we will need to obtain an **Enhanced DBS clearance** before you start work with DCAT and a **Section 128 barring listing check**.

Job details

Job title	Teaching Assistant	
Location	St Catherine's College Eastbourne	
Closing date for application	12 noon, Monday 10 May 2021	
Reference number		
Work arrangements (select as appropriate)	Full time <input type="checkbox"/> / part time <input type="checkbox"/> / job share <input type="checkbox"/>	
If the post is full-time, would you be prepared to consider working on a job-share basis? (select as appropriate)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	
If job-share, please state preferred working arrangements:		

Personal details

Surname	
First names	
Title (select as appropriate)	Mr <input type="checkbox"/> / Mrs <input type="checkbox"/> / Miss <input type="checkbox"/> / Ms <input type="checkbox"/> / Other <input type="checkbox"/>
Maiden name or previous names	

Address	
Email address	
Correspondence Address (if different from above):	
Daytime telephone number	
Mobile	
Home	
National Insurance Number	

Present employment

Job title	
Name and address of employer (including County)	
Date started current post	
Date commenced with employer	
Salary / wage / benefits	
Notice required	
Briefly describe your present job; its main purpose and your responsibilities:	
Are you currently employed by DCAT?	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Previous employment

Please list most recent first. Include permanent and temporary work.			
Name & Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

Education and qualifications

From age 11 onwards, and please state whether full (F) or part (P) time			
Name of School, College, University etc	From / To	F/P	Subjects studied (with grades and year taken)

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.		
Course Title	Organisation	From / To

Membership of professional institutes

Please indicate whether membership is by examination		
Institute	Level of membership	Year of Award

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order.

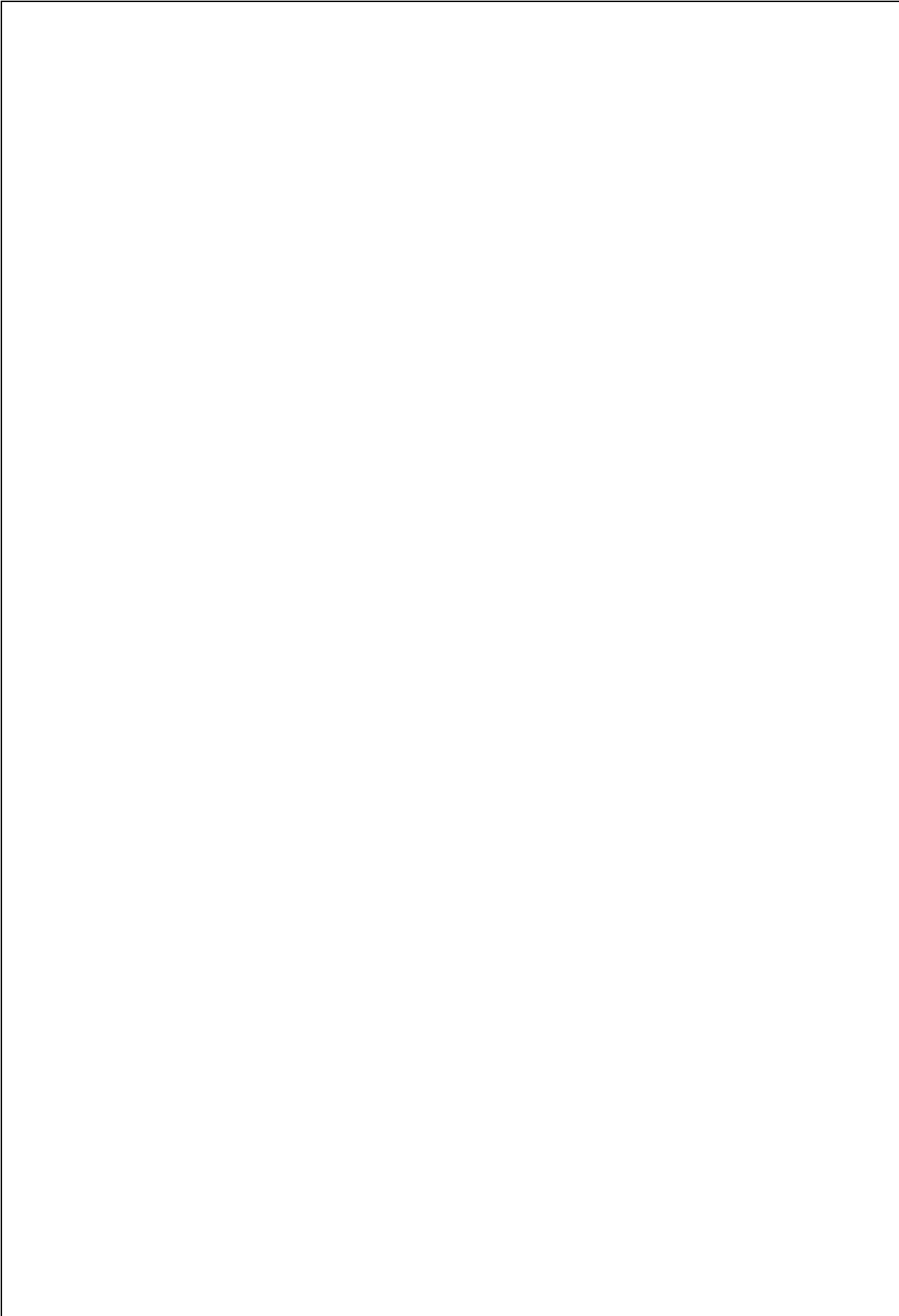
Experience	From / To

Driving Licence

Only answer if a full driving licence is an essential requirement of the job.	
Do you hold a current Driving Licence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please state the type of licence you hold	
Do you have any current endorsements? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please specify:	

Why should we hire you?

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.



Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below.

Your application cannot be processed if you do not return this form.

Please declare **any** other job, whether they are with other local authorities, public bodies or with private companies/employers.

Section 1 – No other employment			
I confirm that I do not have any other employment.			
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>
Section 2 – Other Employment			
All other employment that I have is detailed below: Weekly hours must specify total regularly worked (including overtime) Please use 24-hour clock			
Job Title	Weekly Hours	Start Time	End Time
Signature			
Print Name			
Date			
If form has been completed electronically please place an 'x' in this box in place of your signature →			<input type="checkbox"/>

References

Please provide three references. One must be your present or last employer (where applicable) and the others, a second employer and personal referee. If you have not been employed previously, please provide an academic and two character references.

A job offer will not be made without 3 references.

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in the 'Previous Employment' section of this form.

Please contact us immediately if this is a cause for concern.

Present/last employer	
Name	
Address	
Tel No:	
Occupation	
Email Address	
Second referee or course tutor (if applicable)	
Name	
Address	
Tel No:	
Occupation	
Email Address	
Third referee	
Name	
Address	
Tel No:	
Occupation	
Email Address	

Warnings and Disciplinary Issues

Have you ever been dismissed or have you ever resigned in the face of a dismissal or warning? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been the subject of any allegations in relation to the safety and welfare of children, young people and/or vulnerable adults, either substantiated or unsubstantiated?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If you have answered yes to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked 'Confidential' and attach it to your application form.	
I have attached details requested	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.	

Reason for warning	Date	Name/address of employer

Rehabilitation of Offenders Act 1974

You are required to declare any criminal convictions (including bind over and cautions) which are not “spent” in accordance with the Rehabilitation of Offenders Act 1974. Some of our posts carry exempt status under the provisions of the Act for which you are required to declare any convictions regardless of whether or not the time limit has elapsed.

Please read the guidance notes before completing this section.

For posts that are exempt under the Rehabilitation of Offenders Act 1974:	
Have you ever been convicted of a criminal offence? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
For all other posts:	
Do you have any criminal convictions which are not yet “spent”?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'Confidential - Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may disqualify your application or result in dismissal without notice.	
<h3>Disability Guidance</h3> <p>Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.</p> <p>The Equality Act 2010 says that a person is disabled if they have a mental or physical impairment or long term health condition which has a substantial adverse effect on their ability to carry out normal day-to-day activities.</p> <p>If you consider yourself to be disabled please let us know. We would appreciate advice on any assistance you may require or reasonable adjustments we might arrange to enable you to attend or participate in the interview, in compliance with the Equality Act 2010.</p>	
Do you consider yourself to be disabled as set out in the Equality Act? (select as applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
If YES, please describe your disability.	
If you need any assistance to attend or participate in the interview, please give details.	

Declaration

The information that you provide will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, this information will form part of your personnel record and may be used by the Trust for business purposes including the prevention and detection of fraud. Information about DCAT's privacy notice and GDPR policies can be found here	
Signed:	
Date	
Print name	
If form has been completed electronically please place an 'x' in this box to indicate your consent →	<input type="checkbox"/>

How to return your form

Please send your completed form via email in the first instance to:

swindsor@stcatherines.college

Should you wish to post your application form it should be sent to:

**Mrs S Windsor
Head of Personnel
St Catherine's College
Priory Road
Eastbourne
East Sussex
BN23 7EJ**

If you are returning your application by post, please ensure you use the correct postage for the size, weight and thickness of your envelope in line with the revised posting system. We are not able to pay additional postage charges.

We look forward to receiving your application form.

What happens next?

If we have not contacted you by the advertised interview date, please assume that you have not been successful. If you are the successful/preferred candidates, we will need **three** satisfactory references, proof of your necessary qualifications, medical clearance, and proof of your eligibility to work in the UK before you start work with DCAT.

Equal opportunities monitoring

Strictly confidential

The Diocese of Chichester Academy Trust is dedicated to promoting equality and fairness. Your job application will be assessed on merit and **you will receive equal treatment** regardless of your gender, age, disability, or ethnic origin. To help us make sure that this policy of equality is working and to take steps to ensure progress is made towards achieving equality and diversity in the workplace, we need to know about the people who are applying for jobs with us.

Telling us the following details about yourself is your decision and is voluntary. Information given will be separated from your application before it is assessed and will be used for statistical and monitoring purposes only.

This information will be treated as **strictly confidential** and will be held on our computerised personnel system.

Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer to self-identify	<input type="checkbox"/> Prefer not to say	Date of Birth

Disability	<input type="checkbox"/> None	<input type="checkbox"/> Yes	<input type="checkbox"/> Prefer not to say
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If you need any assistance to attend or participate in the interview, please do let us know.

Marital / Civil Partnership status	<input type="checkbox"/> Divorced	<input type="checkbox"/> Formally in a civil partnership now formally dissolved
	<input type="checkbox"/> In a registered civil partnership	<input type="checkbox"/> Married
	<input type="checkbox"/> Never married or in a registered civil partnership	<input type="checkbox"/> Separated but still in a registered civil partnership
	<input type="checkbox"/> Separated but still legally married	<input type="checkbox"/> Surviving partner from a registered civil partnership
	<input type="checkbox"/> Widowed	<input type="checkbox"/> Prefer not to say

Sexual Orientation	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man
	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian woman
	<input type="checkbox"/> Prefer not to say	

Do you look after, or give any help or support to a family member, friend or neighbour because of long term physical disability, mental ill-health or problems related to old age?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say
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Ethnic origin	<input type="checkbox"/> British (white)	<input type="checkbox"/> Irish (white)
	<input type="checkbox"/> Gypsy or Irish Traveller (white)	<input type="checkbox"/> Any other background (white)
	<input type="checkbox"/> White and black Caribbean (mixed)	<input type="checkbox"/> White and black African (mixed)
	<input type="checkbox"/> White and Asian (mixed)	<input type="checkbox"/> Any other background (mixed)
	<input type="checkbox"/> Indian (Asian or Asian British)	<input type="checkbox"/> Pakistani (Asian or Asian British)
	<input type="checkbox"/> Bangladeshi (Asian or Asian British)	<input type="checkbox"/> Chinese (Asian or Asian British)
	<input type="checkbox"/> Any other background (Asian or Asian British)	<input type="checkbox"/> African (Black or Black British)
	<input type="checkbox"/> Caribbean (Black or Black British)	<input type="checkbox"/> Any other background (Black or Black British)
	<input type="checkbox"/> Arab	<input type="checkbox"/> Prefer not to say
	<input type="checkbox"/> Other	

Religion	<input type="checkbox"/> Buddhism	<input type="checkbox"/> Christianity
	<input type="checkbox"/> Hinduism	<input type="checkbox"/> Islam
	<input type="checkbox"/> Judaism	<input type="checkbox"/> Sikhism
	<input type="checkbox"/> No religion	<input type="checkbox"/> Atheism
	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other

