###### John Bosco Black & White Logo with name

# Sharples Park, Bolton, BL1 6PQ

Tel: 01204 301 351 | Fax: 01204 595 351

**recruitment@thornleigh.bolton.sch.uk**

###### CONFIDENTIAL | Associate Staff Application Form

Thornleigh Salesian College is a voluntary aided Roman Catholic Comprehensive School maintained by the Bolton Local Authority.

Application forms to be emailed to recruitment@thornleigh.bolton.sch.uk or posted to HR Manager at the above address.

|  |
| --- |
| SECTION 1 | JOB DETAILS |
| Position Applied for:  |  |
| Grade/Scale: |  |
| Where did you hear about the vacancy? |  |

|  |
| --- |
| SECTION 2 | PERSONAL DETAILS |
| Title: (Miss/Mrs/Ms/Mr) |  | Date of Birth: |  |
| Forename: |  | Address: |  |
| Surname: |  |
| Previous Surname/s: |  |
| Email Address: |  |
| Home Telephone: |  |
| Mobile Number: |  |
| National Insurance No: |  | Postcode: |  |
| Current School Tel: |  | Marital Status: |  |
| Religious Denomination: |  | Current driving licence (please tick) | yes |  | no |  |

|  |
| --- |
|  |

|  |
| --- |
| **SECTION 3 | EDUCATION AND TRAINING**Please give details of any qualifications you have obtained in this country or abroad, in chronological order starting from the most recent. Please indicate any post-graduate or professional/vocational qualifications. |
| Establishment Attended: | Full or Part Time: | Qualifications, date award made and Awarding Body. Proof of job related qualifications will be required: | Dates Attended |
| from: | to: |
|  |  |  |  |  |

| **SECTION 4 | PRESENT/MOST RECENT APPOINTMENT |** *Please continue on a separate sheet if necessary* |
| --- |
| Employer’s name: |  | Dates employed: |
| Address: |  | from: |  | to: |  |
| Postcode: |  | Salary scale/grade: |  |
| Job title: |  |
| Full time/ Part time or Voluntary: |  |
| Reasons for leaving: |  |
| Notice period: |  |
| Summarise the nature of the work, your job responsibilities and any achievements attained: |  |
| SECTION 5 | PREVIOUS EXPERIENCE |
| Employer’s name: |  | Dates employed: |
| Address: |  | from: |  | to: |  |
| Postcode: |  | Salary scale/grade: |  |
| Job title: |  |
| Full time/ Part time or Voluntary: |  |
| Reasons for leaving: |  |
| Summarise the nature of the work, your job responsibilities and any achievements attained: |  |

| Employer’s name: |  | Dates employed: |
| --- | --- | --- |
| Address: |  | from: |  | to: |  |
| Postcode: |  | Salary scale/grade: |  |
| Job title: |  |
| Full time/ Part time or Voluntary: |  |
| Reasons for leaving: |  |
| Summarise the nature of the work, your job responsibilities and any achievements attained: |  |

| Employer’s name: |  | Dates employed: |
| --- | --- | --- |
| Address: |  | from: |  | to: |  |
| Postcode: |  | Salary scale/grade: |  |
| Job title: |  |
| Full time/ Part time or Voluntary: |  |
| Reasons for leaving: |  |
| Summarise the nature of the work, your job responsibilities and any achievements attained: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been dismissed by any of the above employers: | Yes: |  | No: |  |

|  |
| --- |
| SECTION 6 | OTHER EXPERIENCETo comply with Safeguarding procedures you must provide a complete chronology from the age of 16 or your application will not be considered further in this recruitment process.If your list of previous employment and education covers a complete chronology from the age of 16 in Section 5, there is no need to complete this section.  |
|  |

|  |
| --- |
| SECTION 7 | WORK RELATED COURSESOther recent work related courses which you have successfully completed in the past 3 years which you consider relevant to this post: |
|  |

|  |
| --- |
| SECTION 8 | SUPPORTING STATEMENTPlease use the sheet provided to provide a supporting statement, no longer than 2 sides of A4, telling us how your experience, skills, training and/or qualifications in either paid or unpaid work, or through study, meet the selection criteria for this post. Short-listing will be based on the evidence you provide of your ability to meet the selection criteria described in the job description for this post. You may wish to list your experience under sub-headings according to the selection criteria. |
|  |

|  |
| --- |
| **SECTION 9 | EARLY RETIREMENT** |
| Have you been granted early retirement from any local authority? If YES, which Authority: | Yes: |  | No: |  |

|  |
| --- |
| **Local Authority Pension Scheme** |
| Are you currently a member of the LA Pension Scheme | Yes: |  | No: |  |

|  |
| --- |
| SECTION 10 | REFERENCESReferences will be sought prior to interview. We reserve the right to take up references with any previous employer. If any of your referees knew you by another name, please specify that name. Offers of employment are subject to satisfactory references / CRB checks. |
| Please give names and addresses of two people to whom we may apply for a reference. One of these must be your current or most recent substantive employer preferably work or education related. |
| **REFEREE 1** | **REFEREE 2** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Company Name: |  | Company Name: |  |
| Address: |  | Address: |  |
|  |  |
|  |
|  |
| Telephone No: |  | Telephone No: |  |
| Email Address: |  | Email Address: |  |

|  |
| --- |
| **SECTION 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 entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position candidates should provide one of the specified documents listed below:I confirm that I am legally entitled to work in the UK:Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a) Passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.b) National passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.c) Residence permit, registration certificate or document certifying or indicating a permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.d) Permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.e) Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.f) Passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay. |

|  |
| --- |
| **SECTION 11 | SAFEGUARDING** |
| By applying to work with children or vulnerable adults within the school you are confirming that you are not barred from working with vulnerable groups. If this is not the case, you are committing a criminal offence. |
|  | Please tick |
| I give my consent, in accordance with the Data Protection Act 1998, for the information contained in this form to be processed and stored for the purposes of recruitment. |  |
| I understand that an enhanced Disclosure & Barring Service (DBS) / pre-appointment vetting checks will be required as part of the recruitment process. Details of the DBS check will be recorded and retained on the single central record at the school. |  |
| By making this application I confirm that I am not barred from working with vulnerable groups and understand that to apply to work with children/vulnerable adults when barred from doing so is a criminal offence. |  |
| In the event that I am appointed and should subsequently be barred from working with vulnerable groups or removed from post; a record of this will be retained indefinitely on file. |  |
| I confirm I understand the declaration. |  |
| I declare that to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate. |  |
|  |
| **Signature:** | **Date:** |
|  |  |

|  |
| --- |
|  |
| **Section 12 | FAIRNESS IN EMPLOYMENT MONITORING** |
| **MY RACIAL ORIGIN**: (please tick/highlight appropriate box) |
| **White** | British |  | Irish |  | Eastern European |  | Any other |  |
| **Black or Black British** | Caribbean |  | African |  | Asian or Asian British |  | Any other background |  |
| **Asian or Asian British** | Indian |  | Pakistani |  | Bangladeshi  |  | Any other |  |
| **Mixed Race** | White and Black Caribbean |  | White and black African |  | White and Indian |  | White and Asian |  |
| **Chinese / other group** | Chinese |  | Any other mixed background |  | Any other ethnic background |  | Traveller of Irish /Gypsy/Roma heritage |  |

|  |  |
| --- | --- |
| Prefer not to be recorded: |  |
|  |  |
| **MY GENDER** | Female |  | Male |  |  |
|  |  |
| **MY AGE** | 16-19 |  | 20-29 |  | 30-39 |  | 40-49 |  | 50-59 |  | 60–64 |  | 65 + |  |
|  |
| **MY RELIGION** | Roman Catholic |  | Church of England |  | Sikh |  | Muslim |  | Hindu |  |
|  | Buddhist |  | Jewish |  | None |  | Other |  |  |  |
|  |  |
| **MY DISABILITY STATUS:** |
| Are you registered disabled? | **Yes**  |  | **No** |  | Disability Registration Number: |  |
| If Yes – do you require any adjustments to the selection process? Please give details on the reverse of this form.*(The Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010 Regulations)* |
|  |
| **VALUING DIVERSITY** |
| This form will be separated from your application as soon as it is received and it will not be passed on to anyone involved in shortlisting or interviewing for the post. Thornleigh Salesian College is committed to achieving fairness and equality in employment. We want to make sure that all job applicants and employees are treated fairly and are judged solely on their merits and abilities.One of the most important ways of ensuring this is by monitoring – counting the people that apply for jobs and those who get our jobs. To help us do that please fill out this form and return it with your application. Your information will tell us a lot about whether our recruitment processes are fair and equally open to all. |
|  |

|  |
| --- |
| **NOTES TO APPLICANTS** |
| Before sending this form, please ensure that every section has been completed. The form should be emailed in a WORD DOC or PDF format to the HR Managerat the recruitment@thornleigh.bolton.sch.uk or posted to Thornleigh Salesian College, Sharples Park, Bolton, BL1 6PQ. Candidates are reminded that this is an application for a post in a Catholic Voluntary aided School where the Governors are the employers and that the post will be subject to the terms and conditions of the Catholic Education Service’s Model Contract of Employment. |