



St Philomena's

Catholic High School for Girls

Application Form for Non-Teaching Posts

The information given on this form will be treated in confidence. Any offer of employment will be subject to satisfactory medical clearance, an enhanced Disclosure and Barring check and, where appropriate, documentary evidence showing your entitlement to work in the UK.

Position Applied for:	
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Personal details	
Title:	
Surname:	First names:
Previous Name(s):	Religious Denomination / Religion:
Address:	National Insurance No:
	Home telephone number:
Postcode:	Mobile telephone number:
	DfE ref number (if applicable):
Email address:	
Please indicate where you saw the position advertised:	

Please give details of Secondary and Further Education including any "A" levels or equivalent vocational courses			
Dates (mm/yyyy) From To		College/other institution	Qualifications obtained and Grade/level

Please give details of any Higher Education and equivalent courses				
Dates (mm/yyyy) From To		College/other institution	Qualifications obtained and Grade/level	Name of Awarding Body

Please give details of any other professional or vocational qualifications you hold that are relevant to your application		
Dates obtained	Qualifications obtained and Grade/level	Name of Awarding Body

Please give details of your membership of any other professional institutes or societies that are relevant to this application.

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary

Present employment	
Job title:	Employer:
Current Salary:	
Employed from:	Employed to:
Please give a brief description of current duties, responsibilities and achievements	

Previous employment (please give the most recent first) (continue on a separate sheet if necessary)				
Dates (mm/yyyy) From To		Name of Employer	Job title and main responsibilities	Reason for leaving

Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (Note: If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend) .

Name:

Position:

Name of organisation:

Address:

Telephone Number:

Email:

Name:

Address:

Telephone Number:

Email:

Please note that we will contact these referees if you are short-listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the HR Officer on 020 8642 2025.

Are you related to any elected Member of the Council/ Member of the Governing Body/ Senior officer of the Council/ employee of this organisation?

Yes ☐

No ☐

If Yes, please give details:

Personal Statement

Using the person specification that you have been sent with your application, please demonstrate using examples, your suitability for the position for which you are applying. Please include your reasons for applying for this position.

Right to work in the UK

Candidates are required to provide appropriate documentation to demonstrate their right to work in the United Kingdom. If you have any conditions related to your employment eligibility please give full details:

Personal Declarations

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, "bindovers", or any criminal convictions including any that would otherwise be considered "spent" under the Act.

Have you ever been convicted of any offence or "bound over" or given a caution?

Yes ☐

No ☐

If yes, please give details on a separate sheet and send it to the HR Officer in a sealed envelope marked "Confidential Disclosure"

Declaration – please read carefully

For the purposes of the Data Protection Act 1998 and UK GDPR Regulations, I consent to the information contained in this form, and any information received by or on behalf of St Philomena's School relating to the subject matter of this form, being processed by them in administering the recruitment process.

Please note that a KCSIE Online Search will be carried out on shortlisted candidates. Our Data Protection and Child Protection Policies are available on the school's website ([link here](#)).

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

I understand that if my application is successful an enhanced Disclosure and Barring Service check will be obtained.

I understand that St Philomena's School will check my medical history if appointed.

Signed:

Date:

Print Name:

All candidates applying for employment electronically will be required to sign and

date this form if invited to attend an interview.