



St Mary's School and College

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Registered Charity No. 307021/A

THIS FORM MUST BE COMPLETED IN FULL AND MUST NOT BE SUBSTITUTED BY A C.V.

APPLICATION FOR THE POST OF: _____

Where did you hear about this job opportunity?

THE TALKING TRUST IS COMMITTED TO EQUAL OPPORTUNITIES
AND IS POSITIVE ABOUT DISABLED PEOPLE

Any disabled candidate requiring assistance (with completing this form, or an informal visit or interview e.g. requesting a signer or Personal Assistant) should, in the first instance, contact HR on 01424 730740. All disabled applicants who meet the minimum criteria for the job will be invited to interview. Minimum criteria details are available from Head of Finance & Human Resources.

PERSONAL DETAILS

SURNAME: _____ FIRST NAMES: _____

PREVIOUS SURNAME (S): _____

ADDRESS: _____

TELEPHONE NO: _____ MOBILE/CONTACT NO: _____

EMAIL ADDRESS: _____

Do you hold a clean driving licence? YES/NO

National Insurance No: _____

Data Protection

Candidate's rights under the Data Protection Act will be safeguarded. All rejected job applicants documentation will normally be destroyed.

We may wish to keep an unsuccessful candidate's information on file, against the possibility of a suitable alternative vacancy arising within six months; if you agree to this please sign below.

SIGNATURE _____

TEACHING APPLICATIONS ONLY

QUALIFIED TEACHER STATUS:

Yes
No

DATE/PLACE OF QUALIFICATION:

SUBJECTS TAKEN:

Secondary School Attended	Dates Month and Year	Examination Passes

Colleges and Universities attended	Dates Month and Year	Qualifications Gained (Class and Divisions)

DETAILS OF OTHER RELEVANT TRAINING

Training	Dates attended	Qualification

DETAILS OF ALL PREVIOUS EMPLOYMENT/ WORK EXPERIENCE

Commencing with the existing/last employer.

Name and Address	Dates of Employment Month and Year	Post Title	Last Salary

HEALTH

If a formal offer of employment is made you will be asked to complete a confidential pre-employment questionnaire.

If necessary, with your consent, you may be asked to undergo a medical examination in order that we can obtain a medical report.

Would you be prepared to undergo a medical examination? **YES/NO**

In the event of absence, as a result of sickness, for a continuous period/or periods amounting to four weeks, in any period of six months, the Trust reserves the right to your co-operation in enabling the Trust's Doctor to assess your medical condition.

Please confirm your agreement **YES/NO**

REHABILITATION OF OFFENDERS ACT 1974 (exemption) Order 1975

St Mary's School and 6th Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before any person is appointed to a post which involves substantial access to children The Talking Trust has a duty to ensure that the appointee does not have any criminal convictions which would make it undesirable for the person to work with children. Because of the nature of this post, you are not entitled to withhold information about convictions which, for other purposes, are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974, (exemption) Order 1975. This is because of the terms of the Amendment Order 1986. **You will be required to provide a Disclosure from the Criminal Records Bureau; details can be obtained from HR.** Having a Criminal Record will not necessarily be a bar to being appointed. (See Policy Statement on the Recruitment of Ex-offenders)

Have you ever been subject to any criminal conviction, bind over, caution, warning or reprimand? YES/NO

If the answer is YES, please give full details below:

.....
.....

GENERAL INFORMATION

Are you related to, or do you have connections with, anyone involved with St Mary's School and 6th Form College (details)?

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Please tell us why you are applying for this post, and what it is you have to offer. (Please use a continuation sheet if necessary).

REFEREES –

Referee 1 must be you present employer/tutor.

Referees should not be members of your family or friends or employees of St Mary's.

1. NAME
ADDRESS
.....
TEL NO
EMAIL ADDRESS:.....
WORKING RELATIONSHIP

2. NAME
ADDRESS
.....
TEL NO
EMAIL ADDRESS:.....
WORKING RELATIONSHIP

What notice are you required to give your present employer?
.....

Your present employer will normally be asked for a reference prior to interview, unless we are specifically requested not to do so.

SIGNATURE

DATE OF COMPLETION