



ST. CHRISTOPHER'S C.E. HIGH SCHOOL

Non Teaching Staff Application Form



Private and Confidential

St Christopher's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Application for the post of : _____

For photocopying purposes this form should be completed in black ink. Do not attach any additional documents other than a supporting letter. Any relevant documents or publications may be referred to in your letter.

Would you please note that, in the interests of economy, the receipt of an application is not acknowledged. If you have not been contacted within 28 days of the closing date, you should assume your application has not been successful.

Please complete this section in block capitals

1. Personal

Surname : _____ Forename(s) : _____

Title : _____ Any former surname : _____ D.O.B : _____

National Insurance Number :

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Passport Number :

--	--	--	--	--	--	--	--	--

Home Address : _____

Postcode : _____

Telephone No(s) Home : _____ Telephone No(s) Work : _____

Mobile Phone No : _____ E-mail Address : _____

2. Present Position

Name and address of present employer : _____

Postcode : _____

Present Post (and grade if local Government) : _____

Date Appointed : _____ Salary : _____

Previous Employment

Employer	Post Details (If Local Government give grade)	From		To	
		M	Y	M	Y

3. General Education

Details of secondary schools attended.

Names of Schools	From	To	Qualifications Obtained (Please include grades)	Dates of Award

4. Further and Professional Education

Name of College/University	From	To	Qualifications Obtained (Please include grades)	Dates of Award

5. Current course of study (if any) : _____

Anticipated date of completion : _____

Membership of professional bodies : _____

6. Details of any other specialised training or qualifications not covered in previous sections

(eg. short courses, on-the-job training, etc).

7. Experience or Achievements

Give a concise account of relevant experience or achievements in support of this application. Also include any appropriate leisure interests (membership) of relevant societies etc). Please use an additional sheet if necessary.

[illegible]

8. Disclosure of Criminal Background (before completing this section please read the enclosed advisory notes).

- a) Have you ever been disqualified from working with children and/or included on List 99?
Yes/No (delete as appropriate).
- b) Have you ever been convicted of a criminal offence, been given an official caution or bind-over, or any cases outstanding?
Yes/No (delete as appropriate).
- c) If appointed, do you give your consent to the information supplied in 8 a) and b) above being verified by the police? Failure to consent may prevent your application from being considered further.
Yes/No (delete as appropriate).

If yes to any of the above, please specify date of conviction, Court, nature of offence and sentence imposed.

9. State whether you are related to any Members or to any Senior Officers of this Authority.

If 'Yes' give details :

10. Do you hold a current driving licence? Yes/No (Delete as appropriate)

11. If registered under Disabled Persons Employment Act: Yes/No (Delete as appropriate)

**12. Period of notice required to terminate current employment :

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Names, addresses and occupation/relationship of two referees

(One should be your present or last employer, if unemployed).

Name :

Position :

Address :

Postcode :

 Tel No :

Name :

Position :

Address :

Postcode :

 Tel No :

NB. Please indicate if you do not wish your current employer to be contacted prior to interview.

Canvassing directly or indirectly will disqualify candidates

13. I certify that the information given on this form is to the best of my knowledge correct and complete.

Signature :

 Date :

On completion, this form should be returned to :

The Business Manager, St Christopher's CE High School, Queens Road West, Accrington, Lancashire BB5 4AY.