

Application Form

CONFIDENTIAL- Number ---



Application for the post of:

The deadline for receipt of completed applications is:

Personal statement

Please provide a personal statement in support of your application (500 words max). Please make sure that you refer to the details provided about the role and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for the post.
- Key responsibilities and achievements in your present or most recent job which are relevant to this application.
- Details of any relevant interests or activities

Employment History:

Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Personal Details:

Title		First Name(s)			
Surname					
If you have previously been known by another name, please specify:					
Address					
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.				
	Daytime Contact Number:				
	Evening Contact Number:				
	Mobile Number (if different):				
	Email Address:				
National Insurance Number					
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:		

Education, Qualifications and Professional Membership:

Please also include any relevant professional qualifications.

	Dates Attended	
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Name of Institution (e.g. School, College , University or Professional body)	From (Month/Year)	To (Month/Year)	Courses/Subjects Taken and Examinations Results or Award

Referees

Please supply the names and contact details of at least two referees who can comment on your suitability for this post. One should be your present or most recent employer. Students should include their professional tutor, personal tutor or school mentor.

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 be taken up before short-listing **if you have concerns regarding this, please contact us.**

If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.

Your referees will be asked about any disciplinary offences relating to children, current and/or time expired; whether you have been the subject of any child protection concerns and if so, the outcome of these investigations.

References will not be accepted from those writing solely in their capacity as friends or relatives.

Referee 1	
Name: Position: Telephone: Email address:	Address: In what capacity do you know the referee: Fax:

Referee 2	
Name: Position: Telephone: Email address:	Address: In what capacity do you know the referee: Fax:

Online Searches following shortlisting:

In line with the statutory guidance document Keeping Children Safe in Education (2023), the Xavier Catholic Education Trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for.

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- a Google search of the candidate's name linked to their previous school, place of work or area of residence.

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection. I understand that all roles in Xavier schools are subject to strong safeguarding checks and a DBS and employment checks will be completed prior to starting the role advertised

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.