**

103 Palmerston Road

 Buckhurst Hill

 Essex IG9 5NH

 Telephone 020 8504 7372

Web: [www.loyola.essex.sch.uk](http://www.loyola.essex.sch.uk)

Email: bursar@loyolaprepschool.co,uk

**APPLICATION FORM**

For the post of **MIDDAY ASSISTANT**

Please ensure you complete ALL sections of this application form fully before submitting. If sections are not completed, your application may not be processed.

1. **PERSONAL DETAILS**

 Title       First Name (s)

 Surname       Previous Name (if applicable)

 Date of Birth

 Address       Post code

 Tel. no. Home       Mobile Number

 Email Address       Religion

 National Insurance no.

2. **EDUCATION**

 Please complete in chronological order, starting with the most **recent** first:

**Post-Graduate Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full/****part time** | **Dates attended** **From - to** | **Date of award** | **Awarding body**  | **Award and classification** |
|       |       |       |       |       |       |

**Higher Education Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**School / College Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |

**Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
|       |       |       |       |       |
|       |       |       |       |       |

Please provide details of your most recent safeguarding training:

Please list any professional bodies of which you are a member:

3. **EMPLOYMENT HISTORY**

 Please complete in chronological order, starting with the most **recent** first:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of employer** | **Approx. no on roll** | **Ages taught** | **Post held and responsibilities including subjects taught** | **Dates employed (from – to)****Month & Year** | **Reason for leaving**  |
|       |       |       |      **Current salary**       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

Please continue on a separate sheet if necessary

If you are currently employed, please provide details of your notice period

**Other Employment / Work Experience:**

Please complete in chronological order, starting with the most **recent** first:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment / Experience** | **Employer / Location** | **Responsibilities** | **Dates employed** **(from – to)** | **Reason for leaving** |
|       |       |       |       |       |

**Gaps in Employment**

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|       |       |
|       |       |
|       |       |

4. **OTHER ACTIVITIES AND INTERESTS**

 Please list your interests or hobbies outside of work:

5. **PERSONAL STATEMENT**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying.

|  |
| --- |
|       |

6. **REFEREES**

**This role requires 2 references.**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies.

**Please advise here if you do not want us to take up references at this stage and provide reasons**.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**REFRENCES**

**Current Employer**

Name:       Organisation

Address:       Role:

Telephone:       Email:

**Other**

Preferably your previous employer or other professional reference:

Name:       Organisation

Address:       Role:

Telephone:       Email:

8. **CRIMINAL RECORDS & DISCLOSURES**

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Governing Body is obliged by law to operate a checking procedure for employees who have access to children. Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired. Yes [ ]  No [ ]

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: [ ]

**Rehabilitation of Offenders Act 1974**

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

If you are selected for interview, please complete and submit **The Rehabilitation of Offenders Act 1974 – Disclosure Form** at least 2 days ahead of your interview, either by post marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form” or by email. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form and return as above.

**Personal Relationships**

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Trustees / School Staff, please provide the relevant details here:

Name of Governor/Trustee or School Staff member:

Relationship(s) to you:

**Child Protection and Safeguarding**

Please access the school policy and procedures through the following linkto our website

[Loyola Child Protection & Safeguarding Policy](http://www.loyola.essex.sch.uk/key-dates-info/policies)

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

1. We are Loyola Preparatory School.
2. Being a Catholic education provider we work closely with the Brentwood Diocese, Governing Body, Trustees, the Local Authority, the Department for Education, the Catholic Education Service and our payroll provider with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is the School Bursar and you can contact them at the school with any questions relating to our handling of your data.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s School Bursar (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by emailing head@loyola.essex.sch.uk. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: Yes [ ]  No [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes [ ]  No [ ]

**Right to work in the UK**

The Governing Body will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

Yes [ ]  No [ ]

**9 DECLARATION**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)