



STONYHURST

Application Form

Position Applied For:

Section 1 – Personal Details

Title:

Mr/Mrs/Miss/Ms

Forename(s):

Surname:

Address:

Former names:

Preferred name:

National Insurance Number:

Postcode:

Are you currently eligible for employment in the UK?

Yes No

Please provide details:

Telephone Number(s):

Email Address:

Home:

Mobile:

Work:

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of either Stonyhurst College or Saint Mary's Hall? If so, please provide details.

Section 2 – Education

Please start with the most recent

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body

Section 3 – Other Vocational Qualifications, Skills or Training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Section 4 – Employment

Current/most recent employer:

Current/most recent employer's address:

Current/most recent job title:

Date started:

Brief description of responsibilities:

Date employment ended (if applicable):

Current salary/ salary on leaving:

Do you/did you receive any employee benefits? If so, please provide details of these.

Reason for seeking other employment:

Please state when you would be available to take up employment if offered:

Section 5 - Previous Employment and/or Activities since leaving education

Please provide full details and explanation for any gaps in your employment.

Please continue on a separate sheet if necessary

Dates	Name and address of employer	Position held and/or duties	Reason for leaving

Section 6 – Interests

Please give details of any interests, hobbies or skills that you could bring to the School for the purposes of extra curricular activity

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Section 7 – Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the Job Description and Person Specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

Section 8 – Health

Stonyhurst (Stonyhurst College, Saint Mary's Hall) is an equal opportunities employer and welcomes applications from disabled candidates. The purpose of the following questions are to ensure that Stonyhurst complies with its obligations under the Disability Discrimination Act 1995 ("the Act"). For the purposes of the Act a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to be disabled? Yes No

If you wish please give further details here

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Are there any special arrangements you might require to attend an interview? Yes No

If yes, please give details here

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If offered the position applied for, (on the basis of the Job Description provided) are there any arrangements or adjustments that Stonyhurst would need to make to enable you to carry out the role? Yes No

If yes, please give details here

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In accordance with the guidance published by the DfES any offer of employment made by Stonyhurst will be conditional upon the School verifying the successful applicant's medical fitness for the role. Therefore, if your application is successful, you will be required to complete a medical questionnaire the responses to which will be assessed by the Stonyhurst's (Stonyhurst College, Saint Mary's Hall) medical adviser before any offer of employment is confirmed. There may be circumstances when it will be necessary for the Stonyhurst's (Stonyhurst College, Saint Mary's Hall) medical adviser to be given access to your medical records and/or for you to be referred to a specialist clinician

Section 9 – Criminal Records

An offer of employment is conditional upon Stonyhurst receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service application form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from Stonyhurst on request).

As the job for which you are applying involves the opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs

You should be aware that the School will institute its own checks on successful applicants for short listing with the Disclosure and Barring Service.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

I have nothing to declare

I enclose a confidential statement

Section 10 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. Stonyhurst intends to take up references from all shortlisted candidates before interview.

Referee 1	Referee 2
<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone Number:</p> <p>Email Address:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Page 7 of 8</p>	<p>Name:</p> <p>Organisation:</p> <p>Address:</p> <p>Occupation:</p> <p>Telephone Number:</p> <p>Email Address:</p> <p>May we contact prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Section 11 – Recruitment

It is the Stonyhurst's (Stonyhurst College, Saint Mary's Hall) policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within Stonyhurst are subject to a probationary period.

Stonyhurst is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the Stonyhurst's (Stonyhurst College, Saint Mary's Hall) Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, Stonyhurst will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like Stonyhurst to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like Stonyhurst to retain your details if your application is unsuccessful? Yes No

Section 12 – Declaration

- **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.**
- **I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.**
- **I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**
- **I consent to Stonyhurst processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.**

Signature

Date