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| **final logo1 (2)** | **St Jérôme Church of England Bilingual School** | | | |
| APPLICATION FOR Housekeeping Team Member | | | | |
| **Part A – 1. APPLICANT’S PERSONAL DETAILS** | | | | |
| SURNAME: | | | TITLE (Mr, Mrs, Ms etc.) | |
| FORENAMES: | | | PREVIOUS NAME(S) (if applicable): | |
| PERMANENT ADDRESS: | | | | |
| TEMPORARY ADDRESS: | | | | |
| WORK TELEPHONE: | | HOME TELEPHONE: | | MOBILE NUMBER: |
| EMAIL: | | | | |
| Do you hold QTS? 🞎 Yes 🞎 No    Date awarded: | | | Teacher Reference Number: | |
| Are there any restrictions on your being resident or being employed in the UK?  🞎 Yes 🞎 No | | | | |

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| **2. EDUCATION AND TRAINING** | | | |
| NAME OF INSTITUTE AND ADDRESS | FROM | TO | EXAMINATIONS PASSED WITH GRADES |
| Secondary School or College: |  |  | GCSE or equivalent:  A Levels or equivalent: |
| University or College: |  |  | Main subject(s):  Degree and date awarded:  Class of degree:  Full time/Part time: |

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| **3. INSERVICE TRAINING/PROFESSIONAL DEVELOPMENT** | | | |
| **LONG COURSES OVER 3 DAYS ATTENDED IN THE LAST 3 YEARS** | | | |
| **TITLE** | **ORGANISING BODY** | **FROM** | **TO** |
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| **SHORT COURSES (1-2 days) ATTENDED IN THE LAST 2 YEARS** | | | |
| **TITLE** | **ORGANISING BODY** | **FROM** | **TO** |
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| **4. EMPLOYMENT RECORD (Please list current employment first. Include all areas of responsibility with dates)** | | | | | | | |
| Name and address of school or academy or EYFS setting | Local Authority | Number on roll | Age range of school | Job Title and scale | Full/  Part Time | Dates | |
| From | To |
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| **5. EMPLOYMENT OTHER THAN TEACHING** | | | |
| NAME OF ORGANISATION | JOB TITLE | FROM | TO |
|  |  |  |  |

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| **6. CURRENT SALARY** |
| BASIC ANNUAL SALARY (please indicate spine point): |
| ADDITIONS (please give allowances, TLRs, London weighting etc.): |
| TOTAL SALARY: |

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| **7. PROFESSIONAL REFERENCES** |
| Please give the names of two referees who can vouch for your professional work, one of whom should be your present Headteacher if you are working in a school. |
| i) Name:  Position:  Address:  Telephone number:  Email address (where possible): |
| ii) Name:  Position:  Address:  Telephone number:  Email address (where possible): |

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| **8. SUPPORTING STATEMENT** |
| Your application should be supported by a letter IN FRENCH of not more than 2 sides of A4 (12pt), describing **how your experience has prepared you for the challenges of this post** and **why you are the right candidate for our school.** |

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| **9. LEADING AND TEACHING IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY** |
| We welcome, as teachers and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and we would expect staff to make a positive contribution to the development of that Christian ethos.  We expect our school leaders to demonstrate a clear commitment to the Christian ethos. |
| If you are a practising member of a Christian Church, please give details:  Denomination:  Place of Worship:  Address:  Diocese (if applicable): |
| If possible please give the name of a parish priest or minister from whom a reference may be sought:  Name:  Address:  Telephone number: |
| **Please tell us how you will support and contribute to the Christian ethos of the school.** |
| **Please tell us about how you will support our bilingual ethos.** |

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| **Part B – CONFIDENTIAL INFORMATION** | |
| This section of the form will be removed before shortlisting. | |
| 1. Gender:  2. Date of Birth:  3. Cultural/ethnic origin: | |
| 4. Ethnicity form:  Chose one section from A-E and then tick the appropriate box to indicate your cultural background. | |
| **A** White  **🞏** British  **🞏** English  **🞏** Scottish  **🞏** Welsh  **🞏** Other, please write in  **🞏** Irish  **🞏** Any other White background, please write in  **B** Mixed  **🞏** White and Black Caribbean  **🞏** White and Black African  **🞏** White and Asian  **🞏** Any other Mixed background, please write in | **C** Asian, Asian British, Asian English, Asian  Scottish, or Asian Welsh  **🞏** Indian  **🞏** Pakistani  **🞏** Bangladeshi  **🞏** Any other Asian background, please write in  **D** Black, Black British, Black English, Black Scottish,  or Black Welsh  **🞏** Caribbean  **🞏** African  **🞏** Any other Black background, please write in  **E** Chinese, Chinese British, Chinese English,  Chinese Scottish, Chinese Welsh, or other ethic  group  **🞏** Chinese  **🞏** Any other background, please write in |
| 5. Criminal History  The position you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.  Have you ever been convicted of any offence or “bound-over” or given a caution? 🞎 Yes  🞎 No  If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.  I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level. | |
| 6. Work Status  I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.  \*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country. | |
| 7. Other information  Are you related to any member of the Academy Trust, governing body or officer of LDBS?  🞎 Yes 🞎 No  If yes, please give details:  You are reminded that any canvassing, direct or indirect, will disqualify candidates.  Successful candidates may be required to produce their birth certificate and original proof of qualifications and undergo medical examination. | |

**Declaration**

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that willful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I am not subject to any sanction imposed by the General Teaching Council.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Signature:

Date: