# WORK EXPERIENCE/VOLUNTARY WORK/PERIPATETIC TEACHING

# APPLICATION FORM

Application for the position of

at **Notre Dame School, Looseleigh Lane, Derriford, Plymouth PL6 5HN**

in the Diocese of Plymouth and Plymouth CAST, a multi-Academy Trust

### PERSONAL DETAILS

Surname Title

Christian/First Names

Date of Birth Marital status

Address

Post code

Telephone number (Home) (Mobile)

E-mail address

National Insurance number

Work Permit details (if appropriate)

## PRESENT OR MOST RECENT EMPLOYMENT (if applicable)

Post Title

Name of Employer

Address

Post code

Telephone number (Work)

Date of appointment Date of Leaving

Present or most recent Salary £

Main duties or responsibilities

Reason for leaving Notice required

### EDUCATION AND TRAINING

Please give information about education received in this country or abroad, examinations passed or qualifications obtained with grades and dates, or any training courses you have attended.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School / College | Examination passed or qualification obtained | Grades obtained | Dates (month/year)  From To | |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

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### PREVIOUS EXPERIENCE

Please give information about your employment history, starting with the most recent post. Please include all full-time, part-time and voluntary work. You may wish to include this information within a CV. Please explain all breaks in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name, address and nature of business | Job title and brief description of duties | Full or part time work | Dates employed (month/year)  From To | |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

### WORK EXPERIENCE SUPPORTING STATEMENT

Please tell us why you wish to undertake work experience/voluntary work/peripatetic teaching (please delete as appropriate) at Notre Dame School:

**AVAILABLE DATES FOR WORK EXPERIENCE**

How long a placement are you seeking? (one or two full weeks, or days worked regularly across a period of a half-term):

…………………………………………………………………………………………………………………………………………………………………

Available/unavailable dates:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

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#### REFERENCES

Please give details of two referees who are able to describe your suitability for work experience within Notre Dame School. One should be your present or most recent employer, unless you have not worked before when a school or college referee would be acceptable. If you currently work in a school please provide your Headteacher as one referee. References will be taken up immediately, so please annotate if you do not give permission for us to contact a referee until you advise us accordingly.

1. Name

Occupation

Address

Postcode

Telephone Number Email

1. Name

Occupation

Address

Postcode

Telephone Number Email

If your referees knew you by another name, such as your maiden name, enter that name here

Please give any dates when you would not be available for interview

Please state why you choose Notre Dame for work experience

Are you related to any member of the Governing Body? YES 🞎 NO 🞎

If so, please give their name

#### DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

The Governors are obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

In the event of a successful application, a Disclosure will be sought from the Disclosure and Barring Service in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature:

#### REHABILITATION OF OFFENDERS ACT 1974

#### If you have no convictions, simply enter ‘NIL’. If you have been convicted of a criminal offence the details must be listed below, together with any pending criminal convictions. Please also list any pending criminal actions or court hearings against you. Please see Notes for Applicants for guidance.

|  |  |  |
| --- | --- | --- |
| Date of conviction / pending hearing | Offence | Sentence |
|  |  |  |

**ASYLUM AND IMMIGRATION ACT 1996**

In accordance with the Asylum and Immigration Act 1996, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Upon taking a post candidates should provide one of the official documents listed in the notes for Applicants.

**DATA PROTECTION ACT 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on a computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

**DECLARATION**

If you know that any of the information you have given as part of this application is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

If such a discovery is made after you have been appointed then you will be liable to be dismissed.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

Signature: Date