



Please email your completed application form to jobs@sib.surrey.sch.uk

Application Form Support Staff

CONFIDENTIAL

Application for the post of: Finance Assistant

The deadline for receipt of completed applications is: 10 October 2019

Personal Details:			
Title		First Name(s)	
Surname		Date of Birth ¹	
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			

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

Education and Qualifications:

Please also include any relevant professional qualifications.

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

Professional Development:

Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

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

Personal statement

Please provide a personal statement in support of your application (no longer than 2 sides of A4). 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.

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.

Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualification.

Referee 1

Name:

Address:

Position:

Telephone:

In what capacity do you know the referee:

Email address:

Fax:

Referee 2

Name:

Address:

Position:

Telephone:

In what capacity do you know the referee:

Email address:

Fax:

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.

Consent to share data:

In Compliance with the General Data Protection Regulation (GDPR 2018), 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. The Xavier Catholic Education Trust is the data controller and the school to which you are applying is part of the Xavier Catholic Education Trust company.
2. The person responsible for data protection within our organisation is Nicola Kenworthy and you can contact her with any questions relating to our handling of your data. For contact details see website www.xaviercet.org.uk.
3. We require the information we have requested on this form in order to process your application for employment.
4. To the extent that you have shared any special categories of personal data this will not be shared with any third parties outside of the Xavier Catholic Education Trust, unless you have applied for a leadership position in which case it may be shared with a representative of the Diocese of Arundel and Brighton on the selection panel or if a legal obligation should arise.
5. 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.
6. 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 six months.
7. 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.
8. You have the right to withdraw your consent at any time and can do so by informing the Xavier Catholic Education Trust's Data Officer that you wish to withdraw your consent.
9. You can read the Xavier Catholic Education Trust, Data Protection Policy, Data Retention Policy and Privacy notice in full on the Central Policies section of the Xavier CET website.

Request for your consent

Please ensure you have read paragraphs 1-9 above and raised any relevant questions before providing your consent.

	Yes, I give consent	No, I do not give consent
I agree to my personal data being shared as stated in paragraphs 4 to 9 above		
If you object to the above please state what you do give consent to regarding how your data is collected and processed as described above.		

Declarations:

The Xavier Catholic Education Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exception 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. Further guidance on 'protected' convictions and cautions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You will be required to disclose when shortlisted for an interview all information about any convictions in a Court of Law or any cautions that are not protected, so that a police check can be carried out if you are offered an appointment. If you are subsequently employed by the Xavier Catholic Education Trust and it is found that you failed to disclose any previous convictions or cautions, this could result in dismissal, or disciplinary action being taken by the Xavier Catholic Education Trust. During the course of your employment with the Xavier Catholic Education Trust, should you be arrested by the police you are obliged to notify the Headteacher of this immediately (even if de-arrested or all charges dropped). Failure to do so could result in disciplinary action being taken which could result in dismissal. All information will be treated in confidence and will only be considered in relation to any application for posts for which the exemption order applies.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees.

Please answer the following questions:			
It is a criminal offence for barred individuals to seek, or to undertake, work with children. Please provide further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'. If called to interview			
Are you currently registered with the DBS Update Service? (<i>service only available from 17.06.13</i>)			YES/NO
If YES, please provide the information below. If NO, please proceed to the next section.			
DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration? (<i>select one</i>)		STANDARD / ENHANCED	
Which workforce was your check requested for at point of registration? (<i>select one</i>)		CHILDREN / ADULT / ADULT & CHILDREN / OTHER	
Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.			

Declaration of Relationships:			
Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?			YES / NO
If YES, please provide below his/her name and role, and state your relationship:			
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.			
Signature of Applicant		Date	
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.			
Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.			
Retention of Application Forms: It is the School's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you do not wish us to use your application form in this way, please tick this box <input type="checkbox"/>			
Where did you hear about this position?:			

Equality Monitoring Form

The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background (specify if you wish):	<input type="checkbox"/>
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background (specify if you wish):	<input type="checkbox"/>

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	<input type="checkbox"/>
Any other ethnic background (specify if you wish):	<input type="checkbox"/>
Mixed:	
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
Any other Mixed background (specify if you wish):	<input type="checkbox"/>

White:			
British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other White background (specify if you wish):	<input type="checkbox"/>

Ref No. (For Office Use Only)

The reference provided will be retained for a period of 6 months if the candidate is unsuccessful, or for 6 years after the candidate leaves the employment, if successful. The candidate has the right to see the reference under the General Data Protection Regulation (GDPR) 2018. Please confirm in writing if you wish your identity to be withheld from any subject access request.