**CONFIDENTIAL**

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**SUPPORT STAFF APPLICATION FORM**

**Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Cleaner

Part Time

**Personal Details:**

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone [ ]  Email [ ]

**Details of Present Employment:**

Are you presently employed: Yes [ ]  No [ ]

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Address:

Telephone Number:

Description of key duties / responsibilities:

**Employment History and Work Experience:**

Please complete in chronological order, starting with the **most recent for the past 5 years**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full or part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
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**School / College Qualifications**

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| --- | --- | --- | --- | --- | --- |
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**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.

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 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.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

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

**Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other Professional (where you are not currently employed)**

Name:

Address:

Role:

Telephone:

Email:

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:

***(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).***