

DE LA SALLE COLLEGE BROTHERS OF THE CHRISTIAN SCHOOLS

**STRICTLY
CONFIDENTIAL**

APPLICATION FOR EMPLOYMENT

A CV may be attached but should not be used as a substitute.
The processing of this information by De La Salle College will comply with Jersey's Data Protection Law 2005, which protects your privacy and access rights

De La Salle College is a 'Safer Recruitment' employer

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|------------------------------|-------------------------------|
| POSITION APPLIED FOR: | TEACHER OF MATHEMATICS |
|------------------------------|-------------------------------|

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|--|------------------------------------|
| Surname: | Previous Surname (if applicable): |
| Forename: | Preferred name: |
| Middle Name (if applicable): | Title: e.g. Dr/Mr/Mrs/Miss/Ms/etc. |
| Contact Address: | |
| Post Code: | |
| Tel. No. (Home): | Tel. No. (Mobile): |
| Email Address: | |
| Nationality: Are you a British Citizen/EU National? YES/NO State which country..... | |
| Other Nationality: State which country and your immigration status..... | |
| Do you possess "locally qualified status" under the Jersey Regulations of Undertakings and Department Law? YES/NO | |
| If so on what basis?..... | |
| Immediately prior to this application how long have you been continuously resident in Jersey?..... | |

2(a) EDUCATIONAL/PROFESSIONAL QUALIFICATIONS

| Secondary Education: | | | Name of school: | | |
|-------------------------|-------|------------|-------------------------|-------|------------|
| GCSE/GCE/ or equivalent | Grade | Year taken | 'A' Level or equivalent | Grade | Year taken |
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Further/Higher Education

| Course, e.g: GNVQ / NVQ / Diploma / Degree/Higher Degree or equivalent | Dates From/To | Course title and Institute | Standard attained |
|--|---------------|----------------------------|-------------------|
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| Professional Registration No. (if applicable): | Date registered: |
| Awarding Body: | Expiry date: |

Professional/Technical/Special Training/Languages e.g. PGCE/TEFL

Please provide details. (Continue on a separate sheet if necessary)

| Qualification/Course | Training Organisation | Dates From/To |
|----------------------|-----------------------|---------------|
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2(b) MEMBERSHIP OF PROFESSIONAL BODIES NOT ALREADY LISTED UNDER 2(a) ABOVE

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3(a) TRAINING AND DEVELOPMENT COURSES

Please give a concise account of any training and development relevant to your application. (This may be in a role outside of employment, e.g. voluntary work.)

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3(b) ADDITIONAL INFORMATION

Please give a brief account of any particular experience/knowledge/skills or competencies you have which you consider would be especially useful in the post for which you are applying (continue on a separate sheet if necessary.)

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4 CRIMINAL CONVICTIONS

Please read the declaration on criminal convictions at the end of this form before completing this section. If you have no convictions and have not or are not under any investigation or enquiry by the Police, please write NONE BELOW. You are advised that information regarding convictions will not necessarily disqualify you for consideration.

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5 DRIVING LICENCE

Do you hold a current driving licence? YES/NO

Do you hold a current Heavy Goods/Public Service Vehicle licence? YES/NO

6 EMPLOYMENT HISTORY

Starting with your present post, list in reverse order every employment you have held. Please describe your last three jobs in detail so that we can compare your experience with the requirements of the job for which you are applying.

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| (a) Present/most recent employment | | |
| From: | To: | Job title: |
| Current Salary: | Details of pension and other benefits: | |
| Name and address of employer: | | |
| | | |
| Number of employees supervised by you: | Part time / Full time – If part time, please indicate the number of hours worked per week: | |
| Description of your duties and responsibilities: | | |
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| Precise reasons for leaving or wishing to leave: | | |
| | | Notice period: |
| | | |
| (b) Previous employment | | |
| From: | To: | Job Title: |
| Current Salary: | Details of pension and other benefits: | |
| Name and address of employer: | | |
| | | |
| Number of employees supervised by you: | Part time / Full time – If part time, please indicate the number of hours worked per week: | |
| Description of your duties and responsibilities: | | |
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| Precise reasons for leaving or wishing to leave: | | |
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| (c) Previous employment | | |
| From: | To: | Job Title: |
| Current Salary: | Details of pension and other benefits: | |
| Name and address of employer: | | |
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| Number of employees supervised by you: | Part time / Full time – If part time, please indicate the number of hours worked per week: | |
| Description of your duties and responsibilities: | | |
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| Precise reasons for leaving or wishing to leave: | | |
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(d) Previous employment (continue on a separate sheet if necessary)

| Dates | | Name and address of employer | Title of Post |
|-------|----|------------------------------|---------------|
| From | To | | |
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7 HOW DID YOU HEAR ABOUT THIS VACANCY? (Name of Newspaper / publication / website)

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8 REFERENCES

De La Salle College may contact any of your previous employers for a reference before offering employment. However, we will not approach your present employer prior to interview without your agreement. Referees should not be related to you.

***PLEASE PLACE AN 'X' NEXT TO A REFEREE WHO YOU DO NOT WISH TO BE CONTACTED AT THIS STAGE**

| Reference 1 – Present Employer | Reference 2 – e.g. Previous Employer |
|--------------------------------|--------------------------------------|
| Name | Name |
| Address | Address |
| | |
| Tel. No: | Tel. No: |
| Email address: | Email address: |

9 AVAILABILITY

Dates you will not be available for an interview:

Any special requirements at interview? (e.g. disabled access)

10 DECLARATION

I hereby declare that the details shown are correct and complete to the best of my belief. I understand that enquiries may be made to verify these details. I also understand that any false statements or the withholding of any relevant information may provide grounds for rejection of my application or termination of my employment contract.

I accept that De La Salle College is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.

I accept that due to the nature of the position I have applied for, I will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment and two satisfactory references.

I understand that the position I have applied for is exempt from the provisions of Rehabilitation of Offenders (Jersey) Law, 2001, therefore, all convictions/sanctions/Police investigations or enquiries must be disclosed, including any which are deemed 'spent' under the law. I acknowledge that the information I give will be treated in strict confidence. I also understand that the UK Rehabilitation of Offenders Act, 1974 is not applicable in Jersey.

I hereby confirm that I am not excluded from working with children/vulnerable people.

I agree that De La Salle College can contact any of my previous employers for a reference before offering employment I accept that employment will be subject to satisfactory DBS clearance and fit person checks, satisfactory medical and previous employer references and will be subject to receipt of acceptable evidence of identity and of professional qualifications required for the post.

I understand that De La Salle College will create and maintain computer records on me during any employment, and may retain those records after my employment has ceased, subject to the Data Protection (Jersey) Law 2005.

Applicant's signature.....

Date.....



As this form is being returned electronically, please cross 'X' this box to agree to the declaration statement above

Please return your form to:

R Cook at:

recruitment@dls-jersey.co.uk

Website: www.dls-jersey.co.uk

Use this page as a continuation sheet if necessary: