# EMPLOYEE Application form

Position applied for: Education Administrator

Job reference: 294 Closing date: 12 noon on Friday 12th April 2024

|  |
| --- |
| **NOTES TO APPLICANTS** |
| The text boxes will expand as you type into them. This form is protected so the format and content cannot be altered. If you wish to supply additional information, please do so in a Word document or blank paper. Please note the application form is not designed for completion via mobile devices.  Please read carefully all instructions and job details prior to completing this form. The information contained in this application form will only be seen by staff involved in the recruitment process.  In order to promote diversity and inclusion within the Diocese of Salford, sections 1 and 2 of this application form will be anonymised upon submission by a member of the HR team. All staff on the shortlisting panel will receive anonymised application forms.  **SAFEGUARDING & CRIMINAL RECORD**  The Diocese of Salford is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Successful applicants will be required to have an enhanced Disclosure and Barring Service (DBS) check if working in “regulated activity”. If your post is subject to a DBS check you will be invited to disclose any convictions prior to interview.  In accordance with procedures for employees working with vulnerable groups, candidates short-listed for interview will be checked against records retained on the Catholic Safeguarding Advisory Service National Database.  **RESPONSE DETAILS**  **Completed application forms should be returned to:** [**HR@dioceseofsalford.org.uk**](mailto:HR@dioceseofsalford.org.uk)  or posted to: Human Resources Manager, Cathedral Centre, 3 Ford Street, Salford M3 6DP  If your application does not have a hard signature, you will be asked to sign a copy of the application form if you are selected for interview.  *If you do not hear from us within 21 days of the closing date, please assume your application has been unsuccessful on this occasion.* |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Previous surnames (if applicable): |  |
| Forenames (in full): |  |
| Address: |  |
| Postcode: |  |
| Date of birth: |  |
| Telephone (evening): |  |
| Telephone (day): |  |
| Mobile: |  |
| Email: |  |
| National Insurance Number: |  |
| Do you hold a current driving licence? | YES  NO |
| Would you have the use of a car for the purpose of this post? | YES  NO |
| Are you related to any member of the staff currently employed by the Diocesan Trust? | YES  NO |
| If yes, please state the relationship: |  |
| If offered this post, when could you take up employment? |  |
| Where did you see this job advertised? |  |

1. APPLICANTS WITH DISABILITIES

The Diocese of Salford is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process or you wish to discuss reasonable adjustment in the role itself, please contact the HR Manager.

### Alternatively, you can give details here:

|  |
| --- |
|  |

1. EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING

Please provide in chronological order. Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/address of school/university/institution | Dates  (from—to) | Course details | Qualifications obtained, with grades |
| Educational qualifications | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Professional qualifications (including those from professional institutions) | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Training courses attended (only if relevant to the person specification) | | | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. CAREER HISTORY

Please begin with your present or most recent employer. **We do not accept CVs as part of the application process**. All information to be considered should be included in the application form. If a CV is submitted in addition, it will be disregarded and shortlisting will be carried out on the basis of the application form only.

**Please note exact dates must be provided as closely as possible, but at least from the month and year. Any applications where only the year of employment is stated will be rejected.**

| Dates  (from-to)  DD/MM/YY | Name and address of employer | Job title, brief outline of responsibilities (maximum of 100 words description – any excess will be deleted) |
| --- | --- | --- |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |
|  |  | *Job title:* |
| Duties and Responsibilities: |
| *Reason for leaving*: |
| *Final Salary:* £ |

Please give details of, and provide an explanation for, any time when you were not working or in full-time education below. The information on this form must provide a complete chronology from the age of 16. Failure to provide a full account will lead to your application being rejected.

| Dates  (from-to) | Details and explanation for time spent not working or in full-time education. |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. VOLUNTARY WORK

Please note exact dates must be provided as closely as possible, but at least the month and year.

| Dates  (from-to)  DD/MM/YY | Position held | Name and address of voluntary organisation | Brief outline of your role |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. COMPETENCIES

The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based upon how well you demonstrate your ability to meet the essential criteria and how you will relate to key stake holders associated to this role.

This section must be completed as without it, it will not be possible to shortlist your application. It is kindly requested that applicants keep to 1 side of A4 typed font in no smaller than size 11.

Any personal information will be removed from this section as far as reasonably practicable prior to shortlisting for equality purposes.

|  |
| --- |
|  |

1. REFEREES

Please give the name, address and telephone number of TWO professional referees. One referee must be your present or most recent employer and the second your second previous employer. We can only accept references from a manager or HR. References from colleagues and friends are not acceptable.

For any roles where you have worked with children or vulnerable adults, please provide a referee for each organisation you have worked with in this capacity.

If you cannot provide two professional referees, please provide a referee who has known you for at least two years. This must not be a member of your family, friend or parish priest, and you should state the capacity in which they know you.

If your post requires a disclosure by the Disclosure and Barring Service, we regret that a professional reference cannot come from a member of the Salford Diocesan clergy or any current employee of the Diocesan Trustees.

Please note that the Diocese of Salford reserves the right to contact any former employer for a reference.

|  |  |  |
| --- | --- | --- |
|  | **Present/most recent employer** | **Second referee** |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you e.g. Manager / HR: |  |  |
| Between which dates? |  |  |
| May we contact this person prior to interviews? | Yes  No | Yes  No |

Referees where you have worked with children or vulnerable adults in an organisation

|  |  |  |
| --- | --- | --- |
|  | **1st referee** | **2nd referee** |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you e.g. Manager / HR: |  |  |
| Between which dates? |  |  |
| May we contact this person prior to interviews? | Yes  No | Yes  No |

1. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

|  |
| --- |
| The Diocese of Salford will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. Further information on the UK Government’s immigration policy can be found on [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) Immigration and Nationality page.  By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will be promptly provide documentary evidence of such entitlement when requested: |

1. DECLARATION

|  |
| --- |
| * In the spirit of the Church’s commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may render me liable to subsequent summary dismissal. * If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer. * I understand that if I am successful (in accordance with the General Data Protection Regulation / Data Protection Act 2018) that this form and any enquiries made in response to the contents of this form will be retained for 6 months from the closing date of the vacancy. * I declare that the information I have given on this form is correct and true to my knowledge. * I understand that any offer of employment will be subject to receipt of a minimum of two references that are satisfactory to the Diocese of Salford. * I also agree that my records may be held on a computerised database or other relevant filing systems and to be shared with other accredited organisations of agencies in accordance with the General Data Protection Regulation / Data Protection Act 2018.   Signature:  Date:  If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true:  (You will be asked to sign this form at a later date.) |

All applications are handled in line with the Diocese of Salford’s **Privacy Notice** which can be located via the following link: [**https://www.dioceseofsalford.org.uk/wp-content/uploads/Diocese-of-Salford-Privacy-Notice.pdf**](https://www.dioceseofsalford.org.uk/wp-content/uploads/Diocese-of-Salford-Privacy-Notice.pdf)