



**St Bede's**  
CATHOLIC MIDDLE SCHOOL (ACADEMY)

Holloway Lane, Redditch, Worcestershire, B98 7HA

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@stbedesmiddle

**Mr L Roberts, Principal**  
BSc (Hons) QTS, NPQH

## APPLICATION FORM – SUPPORT STAFF

Please return the completed form to, Our Lady of Lourdes Catholic MAC, c/o St Bede's Catholic Middle School, Holloway Lane, Redditch B98 7HA

**Please complete this Job Application form in black ink or typescript.**

**Our Lady of Lourdes Catholic MAC is committed to the safeguarding and promoting the welfare of children.**

**THIS POSITION IS SUBJECT TO A DISCLOSURE AND BARRING CHECK**

POST APPLIED FOR	
PLEASE STATE WHERE YOU LEARNED OF THIS VACANCY	TES / Website / Newsletter / Parish News / Employee / Other – please indicate _____
TITLE: Mr/Mrs/Ms/Miss/Other	FORENAME(S)
SURNAME:	FORMER SURNAME:
ADDRESS:	TELEPHONE NUMBERS:
	HOME:
	WORK:
	MOBILE:
POSTCODE:	HOW DO YOU PREFER TO BE CONTACTED?
DATE OF BIRTH:	RELIGION:
MARITAL STATUS:	EMAIL ADDRESS:
Do you hold a current Full Driving Licence? YES / NO	NATIONAL INSURANCE NO:



St Bede's Catholic Middle School (Academy)

Part of the Our Lady of Lourdes Catholic Multi Academy Company – Company Number: 9064485

Registered Address: St Augustine's High School (Academy), Stonepits Lane, Redditch, B97 5LX

RIGHT TO WORK IN THE UK: YES / NO		Work permit details if applicable:				
Are you related to any member of the Governing Body? YES / NO		If YES give details:				
<b>QUALIFICATIONS AND EDUCATION</b> Please give details of all nationally recognised qualifications in chronological order up to present date						
DATE		QUALIFICATION	SUBJECT	GRADE/LEVEL/ YEAR OF QUALIFICATION	SCHOOL/COLLEGE/ UNIVERSITY	FULL / PART TIME
FROM MM/YY	TO MM/YY					



**EMPLOYMENT / WORK EXPERIENCE**

Please give details of any previous work experience, either paid, unpaid or voluntary. Starting with the most recent. **Any periods not in employment, please give details of what you were doing during that period.**

<p><b>Current / most recent School (or other employer)</b></p>	<p><b>NAME:</b></p> <p><b>ADDRESS:</b></p>		
<p><b>Post Held</b></p>		<p><b>Salary</b></p>	
<p><b>Date Started</b></p>	<p><b>Date Left/Leaving</b></p>	<p><b>Full / Part Time</b></p>	
<p><b>REASON FOR LEAVING:</b></p>			
<p><b>DUTIES AND RESPONSIBILITIES:</b></p>			

<b>School / Employer</b>	<b>NAME:</b>
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	<b>ADDRESS:</b>
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<b>Post Held</b>		<b>Salary</b>			
<b>Date Started</b>		<b>Date Left</b>		<b>Full / Part Time</b>	

**REASON FOR LEAVING:**

**DUTIES AND RESPONSIBILITIES:**

<b>School / Employer</b>	<b>NAME:</b>
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		<b>ADDRESS:</b>			
<b>Post Held</b>				<b>Salary</b>	
<b>Date Started</b>		<b>Date Left</b>		<b>Full / Part Time</b>	
<b>REASON FOR LEAVING:</b>					
<b>DUTIES AND RESPONSIBILITIES:</b>					
(Continue on a separate sheet if necessary)					



**MEMBERSHIP OF PROFESSIONAL BODIES** (excluding Teachers Professional Association)

**CONVICTIONS / DISQUALIFICATIONS – EXEMPT EMPLOYMENT**

This post is an “exempted office/employment” under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you **MUST** provide details about any and all convictions you may have regardless of their status. This includes all convictions, cautions and bind-overs which could otherwise be considered as “spent”. Failure to disclose convictions may result in the withdrawal of your application or dismissal from any job offered in relation to this form. The information provided will be treated as confidential and you may, if you wish, attach additional pages explaining the situation.

Please give details and dates (a) Any convictions (including driving offences) and / or (b) Disqualification from driving or performance or professional duties.

**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.

**REFEREES:**

Please give details of **TWO** referees one of whom should be your present/most recent employer. Catholic applicants must give a third referee who will normally be their Parish Priest.

**Please note: No appointment will be made without first taking up references.** \*Please indicate

\*Current Employer / \*Previous Employer

TITLE:                      NAME:

POSITION:

SCHOOL ADDRESS:

POST CODE:

EMAIL:

TELEPHONE:

FAX:

May this referee be contacted without further authority from you YES / NO



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\*Current Employer / \*Previous Employer

TITLE: NAME:

POSITION:

SCHOOL ADDRESS:

POST CODE:

EMAIL: TELEPHONE: FAX:

May this referee be contacted without further authority from you YES / NO

\*Parish Priest (if Catholic)

TITLE: NAME:

POSITION:

ADDRESS:

POST CODE:

EMAIL: TELEPHONE: FAX:

May this referee be contacted without further authority from you YES / NO

**SUPPORTING STATEMENT**

Please use this space to give information in support of your application for this post. You may wish to include details of any interests, experience, responsibilities or educational philosophy which you consider relevant.

(Please use and attach any additional sheets)



**DECLARATION**

I declare that the information given in this application is correct and complete.

Signed: \_\_\_\_\_ Date:  
\_\_\_\_\_

Note: False statements or failure to disclose any information requested in this application form may disqualify a candidate. Discovery after appointment may leave to dismissal or disciplinary action by the School.





**DATA PROTECTION ACT 1998 – CONSENT AND CERTIFICATION OF DETAILS**

As part of the process of appointing a new employee, the School may disclose information to, and request information from third parties for the purpose of undertaking pre-employment checks. In accordance with the Data Protection Act 1998. Your consent is required before approaching third parties for information in relation to pre-employment checks.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

