



ST. ANDREW'S COLLEGE
Cambridge

APPLICATION FORM – NON-TEACHING APPOINTMENT

St. Andrew's College, Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the college to share this commitment.

POSITION APPLIED FOR	
HOW DID YOU FIND OUR ABOUT THIS POSITION?	

1. PERSONAL INFORMATION

SURNAME			
FIRST NAME AND INITIALS			
FORMER SURNAME AND DATE (if appropriate)			
POSTAL ADDRESS (<i>for correspondence</i>)			
POSTCODE			
TELEPHONE NUMBER		MOBILE NUMBER	
EMAIL			
NATIONAL INSURANCE NUMBER			
DO YOU REQUIRE A WORK PERMIT IN THIS COUNTRY?			

2. PRESENT APPOINTMENT

NATURE OF POST	
NAME AND ADDRESS OF EMPLOYER	
DATE APPOINTED	
SALARY / RATE OF PAY	
LENGTH OF NOTICE	
WHEN COULD YOU COMMENCE DUTIES?	



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3. EDUCATION: SECONDARY/FURTHER

SCHOOL/COLLEGE ATTENDED (Start with most recent and give address)	F/T Or P/T	DATES			
		FROM		TO	
		MONTH	YEAR	MONTH	YEAR

3.1. EXAMINATIONS PASSED

EXAM	DATE	SUBJECTS & GRADES

3.2. HIGHER EDUCATION

(University, College, Polytechnic) – including professional qualifications and in-service courses leading to recognised qualifications.

NAME OF UNIVERSITY OR COLLEGE	DATES FROM - TO	FULL OR PART-TIME	DATE OF EXAM	QUALIFICATION OBTAINED	SUBJECTS PASSED	AGE GROUPS FOR WHICH TRAINED



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4. LAST FIVE PROFESSIONAL COURSES ATTENDED AS A TEACHER or OTHER ACADEMIC ROLE
(Other than 3.2 over the past 3 years)

SUBJECT	ORGANISING BODY	APPROXIMATE DATE	DURATION

5. PAST EMPLOYMENT

full-time (F/T) or part-time (P/T), including all employment since the age of 18 and any unremunerated activity e.g. unpaid voluntary work. Please provide the information in chronological order.

EMPLOYER	NAME AND TYPE OF SCHOOL OR NATURE OF OTHER EMPLOYMENT	NUMBER ON ROLL (if school)	POST HELD	F/T Or P/T	DATES			
					FROM		TO	
					MTH	YR	MTH	YR

6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS
(Include hobbies and professional interests.)



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7. BRIEFLY STATE WHY YOU ARE APPLYING FOR THIS POST AND THE ATTRIBUTES YOU CAN OFFER
(Continue a separate sheet if necessary)



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8. REFERENCES

(Give here details of two professional persons to whom appropriate reference may be made. The first of who should normally be your present employer, or the last employer where you were working with children. Relatives and friends should not be given. **References will not be taken up without your knowledge, but will be contacted prior to an employment offer.**

NAME		NAME	
JOB TITLE / POSITION		JOB TITLE / POSITION	
ADDRESS		ADDRESS	
TELEPHONE NUMBER		TELEPHONE NUMBER	
EMAIL		EMAIL	
May we contact this person before the interview? Y <input type="checkbox"/> N <input type="checkbox"/>		May we contact this person before the interview? Y <input type="checkbox"/> N <input type="checkbox"/>	

9. ADDITIONAL INFORMATION

ARE YOU, TO YOUR KNOWLEDGE, RELATED BY FAMILY OR HOLD FRIENDSHIPS WITH ANY PAST OR CURRENT ST. ANDREW'S COLLEGE CAMBRIDGE EMPLOYEES?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DO YOU HOLD A CURRENT CLEAN DRIVING LICENCE? (If "no", please give details.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
WHAT IS YOUR EXPECTED SALARY?		

10. NOTICE TO APPLICANTS

You will appreciate that the Directors of St. Andrew's College Cambridge must be particularly careful to inquire into the character and background of applicants for appointment to posts involving contact with children under the age of 18. It is therefore essential that, in making your application, you disclose whether you have ever been convicted of a criminal offence or cautioned and, if so, for what offence(s). Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments. You are not entitled to withhold information about convictions which would otherwise be considered as 'spent' unless they happened before your 18th birthday. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

You must, therefore, answer the question below: "have you ever been convicted of a criminal offence or cautioned (including bind-overs or have any criminal case currently outstanding against you)?" (Please answer "yes" or "no"). If the answer is "yes", you must give details which may, if you wish, be enclosed in a separate, sealed envelope marked 'confidential' and attached to the application. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies. The object of this Notice is not, in any way, to reflect upon applicants' integrity but it is necessary to protect the public, our students and the Trustees.



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In accordance with the recommendations of the Home Office, all successful candidates for posts where there is to be contact with children, will be the subject of an enhanced check with the Criminal Records Bureau list 99 and the PoCA list which provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer (PNC). Acceptance of an offer of appointment will be deemed to be acceptance that such an investigation may take place. Applicants are informed that providing false information is a disciplinary matter and may result in summary dismissal.

A copy of this notice will be sent to your referees.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE OR CAUTIONED OR SUBJECT TO BIND-OVERS OR HAVE ANY CRIMINAL CASE AGAINST YOU OUTSTANDING? (If so, give details in a sealed letter marked "Confidential" with your application form.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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11. NOTES

- a. When completed, this form should be returned in accordance with the instruction in the advertisement for the post.
- b. Any personal information on the application form may be held on computer files and in accordance with the Data Protection Act 1998, such information will only be used in conjunction with Data Protection Registration.
- c. Candidates must declare whether they are subject to any legal restrictions in respect of their employment in the UK and/or require a work permit.
- d. On the grounds of economy, it is not normally practicable to acknowledge receipt of application forms.
- e. Canvassing, directly or indirectly a member of the selection panel will disqualify the application.
- f. Candidates recommended for appointment will be required to certify that they are medically fit to take up the position.
- g. For successful applicants, where a supplied referee cannot be reached, we will contact the next most recent employer stated on your application.

12. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

SIGNATURE OF CANDIDATE	DATE
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