



St Henry's Marist College Employment Application Form and Details

PROCESS AND APPLICATION REQUIREMENTS

All applicants will be expected to provide the following (i) a motivational letter clearly outlining why they are interested in the position (ii) a CV with their details and history of employment and achievements (iii) at least three referees from a recent/current appointment.

Please send the motivational letter, the completed application form (see below) and a copy of your CV to the following email address: recruitment@sthenrys.co.za

SAFEGUARDING

St Henry's Marist College is committed to making sure that children are protected while at school and has a Child Safeguarding Policy in place. The underlying principles that guide this policy follow the legal requirements of South Africa, the Gospel, the mission of the Catholic Church, and the professional commitment of all staff members at schools.

Any successful applications will be required to undergo child protection screening.

EQUAL OPPORTUNITIES

St Henry's is an equal opportunity employer. We reserve the right not to fill this post. Should you not receive a response, please accept that you have not been successful.

INFORMATION ON DATA PROTECTION

We seek to comply with the requirements of the POPI Act (Protection of Personal Information Act) which regulates the manner in which we collect, process, store, share and delete any personal information which you have provided to us. We collect personal information in order to process, validate and verify information that you have submitted for the purposes of making an application for employment and we retain such information if the application is successful. At all times, we take appropriate and reasonable technical and organisational measures to ensure that your personal information is kept confidential and secure. We may, however, be required to share personal information in order to comply with an applicable law or legal process. By submitting your application for this position, you are recognising and accepting this disclaimer.



**St Henry's Marist College
APPLICATION FORM**

Introduction

Please complete the following form as fully as possible.

POSITION APPLIED FOR:	
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1. PERSONAL DETAILS	
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Title (Dr/Mr/Mrs/Miss/Ms)			
First Name and Surname:			
ID Number:			
Current Address:			
Postcode:			
Home Telephone No:		Work Telephone:	
Mobile Telephone No:			
Email:			
SACE Number:			

2. OTHER INFORMATION	
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Are you related to any employee of the School?	
If yes, who?	
Please state where you saw this post advertised:	

1. EMPLOYMENT

Please supply a full history in chronological order (with start and end dates) of all previous employment and/or activities.

Please state the reason for leaving each position in full.

Employer Name & Address	Job Title	Date From/to dd/mm/yy	Current or Final Cost to Company, Reason for Leaving

4. GAPS IN EMPLOYMENT

If there are any gaps in your employment history, please give details and dates.

5. REFERENCES

Please supply the names and contact details of three people who we may contact for references. One of these must be your current/most recent employer. If the employer is a school, it is expected that in most cases the Principal or Deputy Principal will be the referee.

The School intends to take up references from all shortlisted candidates before the interview where possible. The School reserves the right to take up references from any previous employer.

1. Name		2. Name	
Position		Position	
Address		Address	
Tel No.		Tel No.	
Email.		Email.	
In what capacity do you know the above?		In what capacity do you know the above?	
May we contact prior to interview?		May we contact prior to interview?	
3. Name			
Position		If you were known to either of your referees by another name, please give details:	
Address			
Tel No.			
Email			
In what capacity do you know the above?			
May we contact prior to interview?			

6. DECLARATION

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.

Please disclose any unspent convictions, cautions, reprimands, or warnings. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the appropriate responsible person. If you would like to discuss this beforehand, please contact the College Principal in confidence. You should be aware that the School will institute its own checks on successful applicants for short listing. Failure to declare any convictions may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please delete as appropriate:

I have nothing to declare OR **I enclose a confidential statement**

I confirm that the information provided by me on this application form is real and correct and gives a fair representation of my qualifications and work experience. I also declare that I have read and understood the data protection clause and I consent to the processing of the personal data provided during the recruitment process and during employment, if I am successful.

SIGNATURE

DATE

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed to be equivalent to submission of a signed version and will constitute confirmation of the declaration.