



## Applicant Submission Sheet

To ensure that your application is processed smoothly, please follow the following steps. Please tick to confirm your understanding / inclusion:

	Read and understood	
1. Please read <a href="#">Application Notes to all Candidates</a> and <a href="#">Supplementary Information</a>		
2. Please complete the relevant Application Form from the list below:		Please tick as enclosed
<a href="#">Senior Leadership Application Form</a>		
<a href="#">Teacher Application Form</a>		
<a href="#">Support Staff Application Form</a>		
3. Please also complete three Ancillary Forms:	Read and understood	Please tick as enclosed
<a href="#">Consent to Obtain References</a>		
<a href="#">Rehabilitation of Offenders Act 1974 - Disclosure Form</a>		
<a href="#">Recruitment Monitoring Form</a>		

5. We work as part of the St Francis of Assisi Catholic Academy Trust, and in partnership with the schools in the Bishop's Stortford Educational Trust. If you would be happy for us to share your application with a school/Academy in either of these organisations please tick below, please include any exclusions in the comments:

Yes	No	Comments

**Applicants are advised that we comply with KCSIE. Therefore online searches may be conducted on shortlisted candidates as a part of due diligence checks.**

We no longer supply paper copies of template contracts to individual applicants. We follow CES guidelines. Details of the standard terms and conditions of CES contracts can be found here:

<https://www.catholiceducation.org.uk/employment-documents/template-contract-for-schools>

**Completed forms must be emailed together with this submission sheet to [recruitment@stmarys.net](mailto:recruitment@stmarys.net)**