



CATERHAM SCHOOL

Caterham School Sports Centre is currently looking to recruit 12 Fifth Year pupils to train as National Pool Lifeguard Staff and to work at the Sports Centre whilst attending Sixth Form

'NPLQ LIFEGUARDS/SPORTS ASSISTANTS REQUIRED'

The National Pool Lifeguard Qualification (NPLQ) Course is scheduled to take place at the Sport Centre from the 4-8 July 2011. Places are available to current Fifth Year pupils.

Applicants should be over 16 years of age (before 4 July 2011) and a strong swimmer.

The course is designed to assess the competence of anyone engaged in the role of lifeguard following a continuous period of training in the skills and knowledge associated with the principles of pool lifeguard practices.

Successful candidates may be offered an opportunity to work at the Sports Centre during the summer holiday period, July – September 2011. Regular term-time employment positions will be considered thereafter.

Application form attached. To facilitate the processing of mandatory Safer Recruitment Checks, application forms must be completed and returned to the 'Sports Centre Manager' by no later than;

Friday 27 May 2011

Further enquiries to Gordon Wilkinson, Sports Centre Manager on telephone: 01883 335078, or email: gordon.wilkinson@caterhamschool.co.uk

Caterham School, Harestone Valley Road, Caterham, Surrey. CR3 6YA www.caterhamschool.co.uk

Caterham School is committed to the protection of children

All offers of employment are subject an enhanced Criminal Record Bureau disclosure



INVESTOR IN PEOPLE



CATERHAM SCHOOL LIFEGUARD/SPORT ASSISTANT

PLEASE COMPLETE IN BLOCK CAPITALS

Position Applied For	
Proposed Start Date	

Successful applicants are not able to start until all the necessary checks have been effectively carried out. These include receipt of references, proof of right to work in the UK, ID and relevant qualification certificates. In exceptional circumstances and with the Head Teacher's permission an individual may commence without a CRB certificate providing the application has been made and a list 99 check is undertaken. If applicable, overseas checks will be sought.

Surname (Mr/Mrs/Miss/Ms/other)	
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Forename(s)	
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Home Address	
Post Code	
Date of Birth	
Home Telephone No.	
Mobile Number	
Email Address	

Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by our school for the selection and verification process in connection with your application for this post. Your name and contact details could be held electronically together with recruitment process monitoring. *Under the Data Protection Act 1998 you have the right of access to any electronically and/or manually held information.* By signing the declaration at the end of the application form, you give permission for your details to be used in this way.

PLEASE CONTINUE OVERLEAF

CAREER HISTORY (most recent first) Please explain any gaps. Any previous schools, hospitals or care homes worked at may be contacted for reference purposes. You may attach curriculum vitae for this section, however, please ensure that any gaps are explained.

Dates (Day/Month/Year)		Contact Name and Full Address & Tel No. of School/Company/Organisation	Positions Held
From	To		

Please continue onto a separate sheet if you do not have sufficient space on this page.

General Education

Dates	Secondary School	Examinations Passed with Results

Additional Specialised Training, including any Membership of Professional Bodies

Dates	Training Organisations	Training Course Details

OTHER

Leisure, voluntary and other interests which should be considered in support of your application. Please include any organisation where you have been involved with children or vulnerable people with dates and contact details.

Any Previous Appointment with Caterham School:		
Dates	Position(s) Held	Reason for Leaving

Have you any relatives working at Caterham School at present in a voluntary or paid capacity? **YES/NO**
Give Details:

Person to contact in an emergency when on site:	Name:
	Relationship:
	Telephone No:

REFERENCES

- It is our policy to obtain references. If you have concerns regarding this, please let us know.
- We will request references from your Head of Year and Director of Sports.
- The person responsible for other previous engagements may also be approached for information, to verify details on your application form such as particular experience or qualifications.

REFEREE 1	REFEREE 2
Name:	Name: Rob Clarke
Position Held: Head of Year	Position Held: Director of Sports
Address: Caterham School	Address: Caterham School
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Capacity known to applicant:	Capacity known to applicant:

If you are known to either referee by any other name, please give details:

Do you require any adaptations or equipment made available at an interview? If so please state:

Please note that Caterham School complies with the Equality Act 2010 in accordance with its Equal Opportunities Policy.

DECLARATION

This contract is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check. Therefore you will be required to declare any convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up the engagement; it will depend on the nature of the offences and their relevance to the contract you are applying for. However, should you not declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your engagement in jeopardy.

Have you ever received a convicted, caution or bind-over? **YES/NO**

Are you either on the Children's Barred List (previously List 99 and PoCA List), ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council)?

YES/NO

It is a criminal offence for barred individuals to seek or undertake work with children.

If you have answered yes to any of the questions above, please give details on a separate sheet in an envelope marked confidential and addressed to: ***Mrs J Field, HR Manager, Caterham School, Harestone Valley Road, Caterham, Surrey, CR3 6YA***

This information will only be read if you are short listed and may be discussed at interview.

I DECLARE THAT THE INFORMATION I HAVE GIVEN ON THIS FORM IS TRUE AND CORRECT AND UNDERSTAND THAT ANY MISREPRESENTATION WILL INVALIDATE MY APPLICATION.

SIGNED:

DATE: