



## **Applicants Checklist**

There are two ways of applying:

1. via the TES or MyNewTerm website using their documentation.  
*Please note that if you are shortlisted from these applications, you will be required to complete the Catholic Education Service recruitment documentation at a later stage as these are an essential part of the recruitment process in all Catholic schools.*

**OR**

2. via email of your completed Catholic Education Service application form to [hr@blessedhollyfamily.co.uk](mailto:hr@blessedhollyfamily.co.uk)

Please read the Headteacher Information pack for Applicants which includes detailed job description, person specification and cover letter.

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Recruitment documents are available from [www.blessedhollyfamily.co.uk](http://www.blessedhollyfamily.co.uk)  
These include 'Notes to applicants' and 5 forms to be returned with your application.

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|--|--------------------------|
| 1. Notes to applicants                       |                          |
| 2. Model Recruitment Monitoring Form         | <input type="checkbox"/> |
| 3. Consent to Obtain Reference Form          | <input type="checkbox"/> |
| 4. TES, My New Term or CES application form  | <input type="checkbox"/> |
| 5. Additional supporting statement           | <input type="checkbox"/> |
| 6. Reasonable Adjustments Statement – BHFCAT | <input type="checkbox"/> |

*You may find it helpful to use the list above as a checklist when returning your application.*

**Reminder** your completed application, along with your additional supporting statement, must be sent to us by 12 noon on 5<sup>th</sup> May 2026.

At interview

If you are invited for interview please read following, we will use this page as checklist:-

1. Please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you in a separate, sealed envelope clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”

**Notes:** Self-disclosure declaration must not be completed at the same time as the application.

2. At interview, has the applicant provided original evidence of:

Qualifications attained