



CONFIDENTIAL

# LONDON DIOCESAN BOARD FOR SCHOOLS SCHOOL STAFF APPLICATION FORM

Position Applied for:			
School:			
<b>SECTION 1: PERSONAL INFORMATION</b>			
Surname or family name			
Previous surnames (if applicable)			
Forenames			
Title			
Current Address			
Home telephone number			
Mobile telephone number			
Email address			
National Insurance Number			
DfE Reference Number (If applicable)			
Do you have qualified teacher status (QTS) (If applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Date awarded:		
Are you registered with the DfE as a qualified teacher? (If applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you need a work permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Nationality			
Are you related to any member of the Governing Body, Local Authority elected member or official, or officer of the LDBS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, please give details:			

## SECTION 2: CURRENT EMPLOYMENT

<b>Name, address and telephone number of your current employer</b>	
<b>Type of Employer (e.g. school, local authority, academy trust, charity)</b>	
<b>If a school please state the type</b> <i>e.g. Community, Aided, Foundation, Academy, Free School, Independent etc</i>	
<b>Job title</b>	
<b>Subjects/age groups taught/duties</b>	
<b>Date appointed to current post</b>	
<b>Current salary (including additions)</b>	

### SECTION 3: PREVIOUS EMPLOYMENT

Please tell us about the jobs you have held (this may include voluntary/unpaid work) and provide an **explanation for any gaps in employment**. Please start with the most recent first.

[illegible]

**SECTION 4: QUALIFICATIONS** – You will be required to provide evidence of any academic qualifications stated where they are relevant to your appointment.

**UNIVERSITY DEGREE (Including PGCE / Teaching Qualification)**

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from (mm/yyyy)	Dates attended to (mm/yyyy)	Date of final exam (mm/yyyy)

**INSERVICE TRAINING / CPD (Please include both long and short courses over the last 3 years)**

[illegible]

**SECONDARY SCHOOL QUALIFICATIONS** - Please list all your A Level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grades for English and Maths and the total number of grades A\*- C

[illegible][illegible]

**SECTION 5: SUPPORTING STATEMENT** – Your application should be supported by a letter of not more than 3 sides of A4 (Calibri 12pt), addressing the criteria in the person specification for this post.

**SECTION 6: WORKING IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY**

We welcome, as teachers and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and we would expect staff to make a positive contribution to the development of that Christian ethos.

We expect our school leaders to demonstrate a clear commitment to the Christian ethos.

If you are a practising member of a Christian Church, please give details:

Denomination:

Place of Worship:

Address:

Diocese (if applicable):

If possible please give the name of a parish priest or minister from whom a reference may be sought:

Name:

Address:

Email Address:

Telephone number:

Please provide a short statement on why you are interested in working in a Church of England school or academy

**SECTION 7: REFERENCES** - Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work).

Referee 1		Referee 2	
Name:		Name:	
Job Title		Job Title	
Address:		Address:	
Email Address		Email Address	
Tel no.		Tel no.	
Mobile no.		Mobile no.	
Relationship:		Relationship:	

**SECTION 8: DBS DECLARATION** - LDBS School's are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found using the following link.

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

<b>Do you have anything to declare in relation to the above ?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you ever been disqualified from working with children and /or included on the Childrens Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body eg DBS, GTC/NCTL?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to either of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful I will be required to obtain an enhanced DBS Certificate.

## SECTION 9: APPLICATION DECLARATION

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

The school is under a duty to protect the public funds it administers, and to this end, **should the school employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form is an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers' misconduct team or police if appropriate. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

**Date:**

**Signed** \_\_\_\_\_

If applying online you will be asked to sign your application at interview.

If your application is not successful would you be happy for your application to be passed on to another LDBS school with a similar vacancy? All information would be handled and transferred under the terms of the Data Protection Act 1998.

**Yes** ☐

**No** ☐

## SECTION 10: MONITORING SHEET

### Part B – CONFIDENTIAL INFORMATION

This section of the form will be removed before shortlisting.

1. Gender:

2. Date of Birth:

3. Cultural/ethnic origin:

4. Ethnicity form:

Chose one section from A-E and then tick the appropriate box to indicate your cultural background.

#### A White

- ☐ British
- ☐ English
- ☐ Scottish
- ☐ Welsh
- ☐ Other, please write in
- ☐ Irish
- ☐ Any other White background, please write in:

#### B Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background, please write in:

#### C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please write in:

#### D Black, Black British, Black English, Black Scottish, or Black Welsh

- ☐ Caribbean
- ☐ African
- ☐ Any other Black background, please write in

#### E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group

- ☐ Chinese
- ☐ Any other background, please write in