CONFIDENTIAL



Our Lady of Lourdes RC Primary School

(An Academy School part of The Good Shepherd Catholic Trust)

TEACHER APPLICATION FORM

(Before completing this form please read **Notes to Applicants**)

**Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment:**

**NAME OF CANDIDATE:**

TO BE USED FOR THE FOLLOWING TEACHING POSITIONS ONLY:

Lead Practitioner

Fast Track Teacher

Teacher

Newly Qualified Teacher

Unqualified Teacher

Instructor

Please make sure that you are using the latest version of this application form provided on the School’s website: <https://www.ourladyoflourdesrcprimary.org/job-vacancies>

Before you BEGIN, please check that you have the FOLLOWING:

1. Correct Application Form for the post being applied for
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND / OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND / OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL / ACADEMY / MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETailS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THiS APPLICATION FORM FULLY BEFORE RETURNING IT. IF ALL SECTIONS ARE NOT COMPLETED, YOUR APPLICATION MAY NOT BE PROCESSED.**

DETAILS OF ROLE APPLIED FOR:

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| Application for the position of: |
| Full Time:       Part Time:       Job Share: |
| At Our Lady of Lourdes RC Primary School (An Academy School part of The Good Shepherd Catholic Trust) at which the Local Governing Body is the employer of staff. This school is located in the London Borough of Redbridge and the Diocese of Brentwood.  Please state where you first learned of this vacancy: |

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| **PERSONAL DETAILS:**  Title:       Surname:    First Name(s):       Known as (if applicable):  Religious Denomination/Faith:  Address:  Telephone numbers: Home:       Mobile:  Email Address:  How do you prefer to be contacted? Phone:       Email:  DfE Teacher Reference:  Do you have Qualified Teacher Status? YES:       NO:  QTS Certificate No.:       Date of qualification as a Teacher:    Education Workforce Council (Wales only) or other Membership No.:  **DETAILS OF APPLICANT’S PRESENT EMPLOYMENT:**  Name of Employer:  Date of Appointment:  Notice required:       If notice already given, date:  Is it due to expire: Yes:       No:  Reason for Leaving:  Salary scale (e.g. Main/Upper/Leadership):  Additional Allowances (including Inner/Outer/Fringe London):  Gross annual salary:       Spine Point: |

**EMPLOYMENT HISTORY:**

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| Please complete in chronological order, starting with the **most recent**:   | **Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive/ selective etc) (include details of local authority if relevant)** | **Approx. number on roll** | **Age range taught**  **&**  **Single sex/**  **mixed** | **Post held and responsibilities including subjects and key stages taught** | **Dates employed**  **Month / Year**  **(from-to)** | **Reason**  **for Leaving** | | --- | --- | --- | --- | --- | --- | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |  |  |  |  | - |  | |

**OTHER EMPLOYMENT/WORK EXPERIENCE:**

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| Please complete in chronological order, **starting with the most recent**:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Employment/Experience** | **Employer/Location** | **Responsibilities** | **Dates employed**  **month/**  **year**  **(from-to)** | **Reason for Leaving** | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  | |
| If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18**. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full** **account may lead to your application being rejected.**   | **Dates (from – to)** | **Activity** | | --- | --- | | - |  | | - |  | | - |  | | - |  | | - |  | | - |  | | - |  |   If you have you have ever been ordained and/or been a member of a religious community, please provide details here: |

**POST-11 EDUCATION AND TRAINING**

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| Please complete in chronological order, **starting with the most recent:**   | **Full name and address of establishment** | **Full or part time** | **Dates Attended**  **Month/**  **Year**  **From - To** | **Date of Award** | **Awarding Body**  **&**  **Registration No.**  **(if known)** | **Award and classification** | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | | | | | | | | **Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | | **Higher Education Qualifications** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | | **School/College Qualifications** | | | | | | |  |  | - |  |  |  | |  |  | - |  |  |  | |  |  | - |  |  |  | |  | | | | | | |

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| **Continuing Professional Development**  Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post:   | **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From / To** | **Award/Grade received (if applicable)** | | --- | --- | --- | --- | --- | |  |  |  | - |  | |  |  |  | - |  | |  |  |  | - |  |   Please provide details of your most recent safeguarding training: |

**PROFESSIONAL MEMBERSHIPS:**

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| Please list any relevant professional bodies of which you are a member:   |  | | --- | |  | |  | |  |   **INTERESTS AND HOBBIES:**  Please list your interests and hobbies outside of work:     |  | | --- | |  | |  | |  | |

**SUPPORTING STATEMENT:**

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| Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. You should pay particular attention to the national standards for the position for which you are applying. |

**REFERENCES:**

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| |  | | --- | | A referee who is a current or former employer should have full access to the applicant’s records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character are permitted, where recruiting for teaching posts, to give preference to applicants who are Catholic. If you are a practicing Catholic, you should nominate, as one of your referees, the Parish Priest of the parish where you regularly worship.  If you are a Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.  In requesting a Priest’s reference or baptismal information, it is not our intention to deter applicants and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. **It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.** Please also ensure that you complete and return the consent to obtain references form with your application.  In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.  Referees will also be contacted for information about:   * All disciplinary offences (including those where the penalty is “time expired” if related to children); and * All child protection allegations including the outcome of any child protection investigations.   You are advised to read relevant section of the Notes to Applicants before completing this section.  If any of your referees knew you by another name, please specify that name alongside the details of the relevant referee.  **Present School/Employer:**  Name:  Address:  Role:  Telephone:       Email: | | **Other Professional Referee:**  Name:  Address:  Role (if applicable):  Telephone:       Email: | | **Parish Priest / Priest of the Parish where you regularly worship (if applicable):**  Name:  Address:  Role:  Telephone:       Email:  Please tick this box if you have enclosed a copy of your baptism certificate with this application form.  If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate, please enter the name and address of the Parish where you were baptised and the date of your baptism here: | |
| If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:  Yes:       No:  Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee:    Relationship(s) to you: |

**DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS**

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| The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.  Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.  Yes:       No:  If yes, please provide details:  **It is an offence to knowingly apply for, offer to do, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure you are not subject to a prohibition order or an interim prohibition order.**  In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.  By checking the box below you consent to a DBS Check(s) being made: |

**REHABILITATION OF OFFENDERS ACT 1974**

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| If you have been convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.  If you are invited for an interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential - The Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form. |

**REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA**

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| In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.  **Important Information Regarding Your Consent**   1. We are Our Lady of Lourdes RC Primary School, located on Chestnut Drive, Wanstead, London, E11 2TA. We are an Academy School part of The Good Shepherd Catholic Trust. 2. Being a Catholic Education provider, we work closely with the Diocese of Brentwood, the Trustees of The Good Shepherd Catholic Trust, the Local Authority, the Department of Education and the Catholic Education Service with whom we may share the information you provide on this application form, if we consider it is necessary in order to fulfil our functions. 3. The person responsible for data protection within our organisation is Miss Martina Gray and you can contact her with any questions relating to our handling your data. You can contact her in writing at the School or email [admin.ourlady@redbridge.gov.uk](mailto:admin.ourlady@redbridge.gov.uk) 4. We require the information we have requested on this form in order to process your application for employment. 5. To the extent that you have shared any special categories of personal data,[[1]](#footnote-1) this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise. 6. If your application is successful, the information you have provided on this form will become part of your personnel file, which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy. 7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months. 8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form. 9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Officer (see 3 above) that you wish to withdraw your consent. 10. To read about your individual rights you can refer to our fair processing notice and data protection policies. 11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Complaint Procedure (available on the school’s website). If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: www.ico.org.uk   **Request For Your Consent**  Please ensure that you have read paragraphs 1-11 above and raised any relevant questions before providing your consent below.   * I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: YES:       NO: * Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above YES:       NO: * I agree to my personal data being shared as stated in paragraphs 2 and 5 above:   YES:       NO: |

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

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| The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in Notes to Applicants. By checking the box below you hereby confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: |

**IMMIGRATION ACT 2016**

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| The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016. |

**DECLARATION**

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| If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention, then your application may be withdrawn from the recruitment process.  Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed, then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or the Police, if appropriate.  By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.  I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults  Signature:  Date:  **(*The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).*** |

| **Additional Pages**  Name:  Position applied for: |
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1. Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation…” [↑](#footnote-ref-1)