**ST. ST HILDA’S CHURCH OF ENGLAND HIGH SCHOOL**

**Educating for Wisdom, Hope, Community, Dignity and Equality**

**St Hilda’s is committed to safeguarding children**

CROXTETH DRIVE

 SEFTON PARK

 LIVERPOOL

 L17 3AL

 T: 0151-733 2709 F: 0151-735 0530

 **APPLICATION FORM**

***Applicants must be in sympathy with the ethos of the Church of England***

**APPLICATION** for the post of

**PERSONAL** DETAILS

|  |  |
| --- | --- |
| TITLE |  |
| SURNAME |  |
| FIRST NAME |  |
| PREVIOUS NAMES |  |
| ADDRESS |  |
| POSTCODE |  |
| HOME TEL. NO. |  |
| MOBILE TEL. NO. |  |
| E MAIL ADDRESS |  |
| N.I NUMBER |  |
| DATE QUALIFIED AS A TEACHER |   |
| TEACHER REF. NO. |  |
|  | YES | NO |
| DO YOU HAVE THE RIGHT TO WORK IN THE UK?[[1]](#footnote-1) |  |  |
| ARE YOU REGISTERED WITH THE GENERAL TEACHING COUNCIL? |  |  |

**PRESENT / MOST RECENT POST**

|  |  |
| --- | --- |
| JOB TITLE  |   |
| LEA/EMPLOYER  |   |
| NAME OF SCHOOL |  |
| DATE APPOINTED  |  |
| LEAVING DATE |  |
| SUMMARY OF MAIN DUTIES |  |
| REASON FOR LEAVING |  |
| SINGLE SEX/MIXED  |  | COMP/VA |   |
| NO. ON ROLL  |  | NO. IN SIXTH FORM |  |
| AGE RANGE |  | OFSTED CLASSIFICATION |  |
| SALARY  |  | GRADE / SPINE POINT  |  |

**PREVIOUS EMPLOYMENT DETAILS**

Please give details of all previous employment including non-teaching positions and also give details of any unpaid / volunteering work. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.

**\*** please include info on N.O.R, age range, single sex / mixed.

**For safeguarding purposes it is essential that you explain any gaps in employment or training (for example – if you had a break in employment to care for a family member, this should be noted on the form)**

|  |  |  |  |
| --- | --- | --- | --- |
| FROM / TO | EMPLOYER / SCHOOL\* | JOB TITLE AND MAIN DUTIES | REASON FOR LEAVING |
|  |  |  |  |

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| NAME OF SCHOOL/COLLEGE/UNIVERSITY | DATES OF ATTENDANCE | EXAMINATIONS |
| SUBJECT | RESULT | DATE | AWARDING BODY |
|  |  |  |  |  |  |

**OTHER QUALIFICATIONS / TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| TRAINING PROVIDER | QUALIFICATION / TRAINING COMPLETED | AWARDING BODY (IF APPLICABLE) | DATE COMPLETED |
|  |  |  |  |

**ARRANGEMENTS FOR INTERVIEW**

|  |  |  |
| --- | --- | --- |
| If you have disability, are there any arrangements which we can make for you if you are called for an interview and or/work based exercise?  | YES | NO |
|  |  |
| If yes please give details: |  |

**REFEREES**

Please give the names of TWO persons who are able to comment on your suitability for this post. ONE must be your present Headteacher/College Principal or employer. Please ensure you provide referees from two different employers where possible. Please provide work email addresses, personal email addresses (hotmail, yahoo, blueyonder etc) will not be accepted. Referees will be contacted prior to interview for shortlisted candidates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME |  |  | NAME |  |
| ADDRESS |  |  | ADDRESS |  |
| POSITION |  |  | POSITION |  |
| TEL. NO. |  |  | TEL. NO. |  |
| EMAIL |  |  | EMAIL |  |

**REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975**

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013, because it is a post, which involves working with children or young people. You are therefore required to declare whether you have any existing or relevant pending criminal convictions (cautions or bind-overs) including those, which are spent. The amendments to the Exceptions Order 1975 (2013) 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 filtering of the cautions and convictions can be found on the Disclosure and Barring Service Website. <https://www.gov.uk/government/collections/dbs-filtering-guidance>

I confirm that I have no criminal convictions, cautions, warnings, reprimands or bind-overs, or am not barred, disqualified from working with children, or subject to an interim prohibition order by the Teaching Agency.

**SIGNATURE:**

**PRINT NAME:**

If you do have any criminal convictions, cautions, warnings, reprimands or bind-overs, or are barred, disqualified from working with children, or subject to an interim prohibition order by Teaching Agency, please send the full details to the Headteacher – Mrs J Code, in a sealed envelope marked ‘Private and Confidential’ or you can email the details to jcode@st-hildas.com and tick the below box:

**LETTER OF APPLICATION**

You are invited to submit a statement, describing in some detail your relevant previous experience and achievements and their application to this post (it is recommended that applicants ensure their statements reflect the job description and person specification). **Please be aware that CVs will not be accepted.**

Click here to enter text.

**GDPR / DATA PROTECTION ACT 2018 – Consent and Certification of Details**

The information collected on this form and other information which constitutes your personnel record will be used in compliance with the Data Protection Act 2018/GDPR. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to governors of schools, to Occupational Health, to the Teachers Pensions Agency, to the Department for Education, to the Teaching Agency, Law Enforcement Authorities, the Merseyside Pension Fund, pension providers and relevant statutory bodies. You should also note that because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations, which handle public funds.

**I, (PRINT NAME)**

consent to my employer recording and processing the information detailed in this application form. I understand that this information may be used by my employer in pursuance of its business purposes and my consent is conditional upon my employer complying with their obligations under the Data Protection Act 2018/GDPR. I understand and accept that my information will be confidentially disposed of if I am unsuccessful with my application.

**STATEMENT**

I hereby certify that all the information given on this form is correct and that all questions related to me have been accurately and fully answered, and that I am in possession of the certificates I claim to hold. I understand that should the information given in this application be incorrect it may result in my application being rejected, or if selected for the position, summary dismissal, and possible referral to the police.

**SIGNATURE:**

**DATE:**

**PRINT NAME:**

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**Equal Opportunities Monitoring Form**

St Hilda’s CE High School is committed to providing equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this commitment is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

|  |  |
| --- | --- |
| **Post title:** |   |
| **Location:** |   |
| **Full name:** |   |
| **1. Gender:**MALE / FEMALE \*delete as appropriate  |
| **2. Age** |   |
| **3. Marital status** |
| Married (opposite sex) |   |
| Married (same sex) |   |
| Civil partner |   |
| Single |   |
| Other |   |
| **4. What is your sexual orientation?** |
| Bisexual |   |
| Gay man |   |
| Gay woman |   |
| Heterosexual |   |
| Other |   |
| Prefer not to say |   |
| **5. Do you have any disabilities?**YES / NO \*delete as appropriate |
| **6. Ethnic origin**(Relates to a sense of identity/belonging on the basis of race/culture.)I would describe myself as (choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background): |
| **A White:** |
| British |   |
| English |   |
| Scottish |   |
| Welsh |   |
| Irish |   |
| Other, please specify: |   |
| **B Mixed:** |
| White and Black Caribbean |   |
| White and Black African |   |
| White and Asian |   |
| Other, please specify: |   |
| **C Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** |
| Indian |   |
| Pakistani |   |
| Bangladeshi |   |
| Other, please specify: |
| **D Black, Black British, Black English, Black Scottish, or Black Welsh:** |
| Caribbean |   |
| African |   |
| Other, please specify: |   |
| **E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** |
| Chinese |   |
| Other, please specify: |   |
| **7. Where did you see this post advertised?** |
|   |
| I hereby give my consent to St Hilda’s CE High School processing the data supplied in this form for the purpose of recruitment and selection.St Hilda’s CE High School is registered with the Information Commissioner’s Office (No. Z8805937) under the Data Protection Act 2018 and is fully compliant with statutory requirements for data processing and protection. This policy has been updated in line with the General Data Protection Regulation (GDPR), which is the legal framework that took effect on 25 May 2018 under which the focus is the protection of personal data. St Hilda’s will not use your data for any purpose other than for this recruitment. This information will be retained on your personal file if employed by school or confidentially destroyed if unsuccessful with the application. By signing this agreement you are agreeing to school storing your data for these purposes. |
| **Applicant's signature:** |   | **Date:** |   |

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1. Original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment, the copy of your identification documents will be retained on file under regulations governed by the Immigration, Asylum and Nationality Act. [↑](#footnote-ref-1)