



CONFIDENTIAL

**Diocesan Schools Commissioner
Application Form**

**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:**

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**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:**

Application for the position of:

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| **Diocesan Schools Commissioner** |

Full Time ☐

At:

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| --- |
| **Diocese of Lancaster** |

At which the Trustees are the employer of staff.

Please state where you first learned of this vacancy:

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|  |

**Personal Details:**

|  |  |
| --- | --- |
| Title: |  |

|  |  |
| --- | --- |
| Surname: |  |

|  |  |
| --- | --- |
| Known as (if applicable): |  |

|  |  |
| --- | --- |
| Religious Denomination: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Telephone Numbers: |  |

|  |  |
| --- | --- |
| Email Address: |  |

 How do you prefer to be contacted? Phone ☐ Email ☐

|  |  |
| --- | --- |
| If applicable DfE Teacher Reference Number: |  |

 Do you have Qualified Teacher Status? Yes ☐ No ☐

|  |  |
| --- | --- |
| QTS Certificate Number: |  |

|  |  |
| --- | --- |
| Date of qualification as a teacher: |  |

|  |  |
| --- | --- |
| Education Workforce Council (Wales only) or other Membership No: |  |

**Details of Present Employment:**

 Are you presently employed: Yes ☐ No ☐
 If no, please proceed to the next section.

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| --- | --- |
| Details of present role: |  |

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| --- | --- |
| Name of employer: |  |

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| --- | --- |
| Name of School/ Academy (if different): |  |

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| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Telephone Number: |  |

|  |  |
| --- | --- |
| Local Authority: |  |

|  |  |
| --- | --- |
| Archdiocese/Diocese: |  |

 Permanent ☐ Temporary ☐

 Full time ☐ Part time ☐ Job share ☐

|  |  |
| --- | --- |
| Date of appointment: |  |

|  |  |
| --- | --- |
| Notice required: |  |

|  |  |
| --- | --- |
| If notice already given, date it is due to expire: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

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| --- | --- |
| Salary scale (eg main/ upper/leadership}: |  |

|  |  |
| --- | --- |
| Group of school/number on role: |  |

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| --- | --- |
| Spine point: |  |

|  |  |
| --- | --- |
| Additional allowances (including inner/outer/ fringe London): |  |

|  |  |
| --- | --- |
| Gross annual salary: |  |

**Employment History:**
Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of diocese/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 and single sex/ mixed** | **Post held and responsibilities including subjects taught and key stages taught** | **Dates employed month/year (from – to)** | **Reason for leaving** |
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**Other Employment / Work Experience:**
Please complete in chronological order, starting with the **most recent**:

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| --- | --- | --- | --- | --- |
| **Employment/ Experience** | **Employer/ Location** | **Responsibilities** | **Dates employed month/year** **(from – to)**  | **Reason for leaving** |
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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**.

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| --- | --- |
| **Dates (from – to)** | **Activity** |
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If you have ever been ordained and/or been a member of a religious community please provide details here:

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**Post-11 education and training:**
Please complete in chronological order, starting with the **most recent**:

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| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month/year (from – to)** | **Date of award** | **Awarding body and registration no (if known)** | **Award and classification** |

**Desirable Qualifications** please insert N/A if you do not have the qualification listed in this section

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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Catholic Certificate in Religious Studies (or, if equivalent, please state)** |
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**Other Post-Graduate Qualifications**

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**Higher Education Qualifications**

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**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.

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| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates From - To** | **Award/ Classification (if applicable)** |
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Please provide details of your most recent safeguarding training:

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**Professional Memberships:**

Please provide details of your most recent safeguarding training:

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**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

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**Supporting Statement:**

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.

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**References:**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. This post requires you to be a practising Catholic and, therefore, one referee **must** be your Parish Priest/the Priest of the Parish where you regularly worship. In requesting a Priest’s reference it is not our intention to deter applications. 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 (2018) 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 asked 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 the 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:**

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| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Role: |  |

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| --- | --- |
| Telephone Number: |  |

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| --- | --- |
| Email Address: |  |

**Other Professional (where you are not currently employed with children, this must be your most**

**recent school/college/employer prior to your current employer):**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Address: |  |

|  |  |
| --- | --- |
| Role: |  |

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| --- | --- |
| Telephone Number: |  |

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| --- | --- |
| Email Address: |  |

**Parish Priest/Priest of the Parish where you regularly worship:**

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Address: |  |

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| --- | --- |
| Role: |  |

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| --- | --- |
| Telephone Number: |  |

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| --- | --- |
| Email Address: |  |

If you or your spouse/civil partner/partner are related by marriage, blood or as a co-habitee to any member of the Trustees please provide the relevant details here:

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| --- | --- |
| Name of Trustee: |  |

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| --- | --- |
| Relationship(s) to you: |  |

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Trustees are 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 full details:

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**It is an offence to knowingly apply for, offer to do, accept, 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 that 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 you consent to a DBS Check(s) being made: ☐

**Rehabilitation of Offenders Act 1974**

If 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), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – 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**

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 the Diocese of Lancaster Education Service.
2. Being an Agency of the Diocese of Lancaster, we work closely with the Department for Education, Catholic Education Service and Diocese of Lancaster 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 Heather Watts and you can contact them with any questions relating to our handling of your data. You can contact them by email: hew@lancasterrcdiocese.org.uk or telephone: 01524 841190*.*
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 this will not be shared with any third party 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 Protection Officer (see paragraph 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 Lancaster Roman Catholic Diocese Trustees complaints procedure. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at www.ico.org.uk.

**Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise 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 check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above ☐
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes ☐ No ☐

**Immigration, Asylum and Nationality Act 2006**

The Trustees will require you to provide 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 the Notes to Applicants. By checking the box below you 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**

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

**Declaration**

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 form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

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) or the Education Workforce Council (Wales 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 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: |  |