

ST JAMES' CATHOLIC HIGH SCHOOL



TEACHER APPLICATION FORM

CONFIDENTIAL

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.

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 at St James' Catholic High School, where the Governing Body is the employer of staff In the Local Authority of: Barnet and the Diocese of: Westminster:

Name of Candidate:

Application for the position of:

Please state where you first learned of this vacancy:

*Full Time/Part Time
Job Share*

Personal Details

Title	
Surname	
First Names(s)	
Known as (if applicable)	
Religious Denomination/ Faith	
Address Postcode	
Telephone Number:	
Home:	
Mobile:	
Email Address	
How do you prefer to be contacted?	
Phone	
Email	
DfE: Teacher Reference Number	
Do you have Qualified Teacher Status? Yes / No	
QTS Certificate Number:	
Date of qualification as a teacher:	

Details of Present Employment:	
Are you presently employed: Yes / No If not please proceed to the next section.	
Details of present post:	
Role:	
Name of employer:	
Name of school / Academy	
Address:	
Telephone Number:	
Local Authority:	
Archdiocese / Diocese:	
Permanent / Temporary	
Full time Part time Job share	
Description of key duties responsibilities (including subjects and key states taught (if applicable))	
Date of appointment	
Notice required:	
If notice already given, date it is due to expire:	

Reason for leaving:	
Salary scale (e.g. Main / Upper / Leadership)	
Group of school / Number on role:	
Spine Point:	
Additional Allowances (including inner / outer / fringe London):	
Gross Annual Salary	

Employment History
<p>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 below with dates.</p> <p>The information provided in this form must provide a complete chronology from the age of 18.</p> <p><i>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.</i></p>

Employment History:					
Please complete in chronological order, starting with the most recent :					
Full name, 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 taught and key stages taught	Dates employed month / year (from – to)	Reason for leaving

Other Employment / Work Experience:				
Please complete in chronological order, starting with the most recent :				
Employment / Experience	Employer / Location	Responsibilities	Dates employed month / year (From – To)	Reason for leaving

<p>If you have ever been ordained and/or been a member of a religious community please provide details here:</p>	
--	--

Post-11 education and training:					
Please complete in chronological order, starting with the most recent :					
Full name & address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (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

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 / Classification (if applicable)

Professional Memberships:

Chartered College of Teaching

Associate Member (MCCT) Fellow (FCCT)

Chartered Teacher (CTeach)

Please list any other professional bodies of which you are a member:

-

Interests and Hobbies:

Please list your interests and hobbies outside of work:

-

Supporting Statement:

Please provide a written statement of **no more than 1,000 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

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. Schools of a Religious Character are permitted, when recruiting for teaching posts, to give preference to applicants who are Catholic. If you are a practising Catholic, you should nominate, as one of your referees, your Parish Priest / the Priest of the Parish where you regularly worship.

If you are 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 applications 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 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:

Name	
Address	

Postcode	
Role	
Telephone	
Email	

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	
Postcode	
Role	
Telephone	
Email	

Parish Priest/Priest of the Parish where you regularly worship (if applicable):

Name	
Address	
Postcode	
Role	
Telephone	
Email	

Have you enclosed a copy of your baptism certificate with this application form?	Yes / No
If you have not nominated your Parish Priest as a referee and 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.	
--	--

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 or any current employee(s) of the Governing Body please provide the relevant details here:	
Name(s) of Governing Body employee(s):	
Relationship(s) to you:	

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

The Governing Body 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 full details:

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 ticking the box you consent to a DBS Check(s) being made:

Rehabilitation of Offenders Act 1974 (as amended)

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

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

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 sections 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, St James’ Catholic High School, Great Strand, Colindale NW9 5PE are a mixed comprehensive high school.
2. Being a Catholic education provider we work closely with the school’s Diocesan Authority, the Local Authority, the Department for Education, the Catholic Education Service whom we may share 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 Anthony Kamara, the Chair of Governors and you can contact him by emailing [A St James Catholic High School](#) referencing his attention, with any questions relating to our handling of your data.
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 data¹ 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 following the complaints policy on the school website [here](#). 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

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..."

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:		
<i>(PLEASE TICK)</i>	YES	NO
<i>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:</i>		
<i>Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above:</i>		
<i>I agree to my personal data being shared as stated in paragraphs 2 and 5 above:</i>		

Right to work in the UK
<p>The Governing Body 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 current immigration rules.</p> <p>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 <input type="checkbox"/></p>

Language requirements for public sector workers
<p>The ability to communicate with members of the public in accurately spoken English is an essential requirement for the post. This is because this is a public facing, public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.</p>

Declaration
<p>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</p>

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 an interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Print Name	
Signature	
Date	