



SOUTHWARK DIOCESAN BOARD OF EDUCATION

BELONG SERVE THRIVE

CONFIDENTIAL

SCHOOL LEADERSHIP APPLICATION FORM
SOUTHWARK DIOCESE CHURCH OF ENGLAND SCHOOLS

NAME OF SCHOOL:

Archbishop Tenison's Church of England High School, Croydon



Closing date for completed form:
Midnight Sunday 15th November 2026

Return form to: Joan Andrew Headteacher's, PA at
apply@archten.croydon.sch.uk
(to whom all queries should be addressed)

Please state where you saw the advertisement for this post:

APPLICANT'S PERSONAL DETAILS

FIRST NAME:

SURNAME:

TITLE:

PREVIOUS NAMES:

PERMANENT ADDRESS:

TELEPHONE NUMBERS:

WORK:

HOME:

MOBILE:

May we telephone you at work:

Yes

No

EMAIL ADDRESS:

TEACHER REFERENCE NO:

NATIONAL INSURANCE NO:

TEACHER STATUS

Do you have Qualified Teacher Status?

Yes

No

Are there any restrictions on your residence or employment in the UK?

Yes

No

If yes, please provide details:

Do you have documentation to prove
you are authorised in the UK?

Yes

No

(failure to produce this documentation when requested may result in the school being unable to pursue your application)

PRESENT OR MOST RECENT EMPLOYMENT

NAME OF SCHOOL AND EMPLOYER:

SCHOOL ADDRESS:

TYPE AND STATUS OF
ESTABLISHMENT:

AGE RANGE:

NUMBER ON ROLL:

CURRENT POST/POST HELD:

DATES IN POST:

SCALE POINT AND PRESENT
ANNUAL GROSS SALARY
(including allowances)
£ per annum
(including scale point where
relevant)

PREVIOUS EMPLOYMENT

Start with the most recent, please explain any gaps in employment and complete all columns.

If a part time appointment, please state clearly. A continuous employment history is required from the time of leaving full time education. A curriculum vitae is not accepted as a substitution.

SCHOOL,
COLLEGE OF
OTHER
EMPLOYER

TYPE AND
STATUS OF
ESTABLISHMENT

AGE RANGE AND
ROLL (approx.)

TITLE OF POST
(include special
responsibilities)

DATES OF
EMPLOYMENT
AND REASON
FOR LEAVING

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EDUCATION AND ACADEMIC QUALIFICATIONS			
ESTABLISHMENT	FROM	TO	QUALIFICATIONS, AWARDING BODY, DATES
POST 16 EDUCATION:			
HIGHER EDUCATION:			
POSTGRADUATE QUALIFICATIONS:			
PROFESSIONAL TRAINING AND DEVELOPMENT			
Undertaken during the past three years relevant to this application			
COURSE TITLE	PROVIDER	DATES & DURATION	AWARD (if any)
OTHER PAID/UNPAID EMPLOYMENT OR WORK EXPERIENCE			
Please explain any gaps in employment			
EMPLOYER	FROM	TO	NATURE OF OCCUPATION AND REASON FOR LEAVING
EXPLANATION FOR ANY GAPS IN EDUCATION AND EMPLOYMENT HISTORY (e.g. sabbatical)			

SUPPORTING STATEMENT

THIS SECTION MUST BE COMPLETED

With reference to the person specification and job description, why do you feel you are suitable for this post. Please use a separate sheet (s) to continue if required.

DETAILS OF OTHER ACTIVITIES AND SKILLS RELEVANT TO THIS POST**RELIGIOUS AFFILIATION**

Answering no will not disqualify you from being selected for interview.

Are you a member of a church of a Christian Denomination?	Yes	No
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If yes, please give details here:

Are you an Anglican communicant?	Yes	No
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Are you a regular worshipper within an Anglican Church?	Yes	No
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Which Christian centre of worship do you regularly attend?

ADDRESS:

NAME OF PRIEST, MINISTER, ELDER ETC.:

TELEPHONE NO:

EMAIL:

Please state the context in which person is known to you:

We will apply to the above named person for a reference in support of your application to teach in this Church of England school.

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

PROFESSIONAL REFERENCES

Please supply the names and address of two people willing to provide references. One should be from your current Employer/Headteacher. If you are currently not working with children, a reference from the employer by whom you were most recently employed to work with children will be required. Personal references or testimonials will not be accepted.

NAME:

ADDRESS:

TELEPHONE NO:

EMAIL:

POSITION HELD:

Please state the context in which person is known to you:

NAME:

ADDRESS:

TELEPHONE NO:

EMAIL:

POSITION HELD:

Please state the context in which person is known to you:

Applicants must complete the declaration on the following pages.

DECLARATION BY APPLICANT

SDBE schools 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 will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

DISCLOSURE

Under the General Data Protection Regulations 2016, it is not necessarily appropriate for all applicants to disclose all/any cautions and/or convictions at this stage of the selection process.

However, **ALL applicants for posts working with children aged from birth to 5 years or in an after school or breakfast club setting up to 8 years old are required to make such disclosures at this stage** and any other applicants wishing to confidentiality share such information at the earliest opportunity, are invited to do so.

Please send any information about disclosures via post to the **School Business Manager c/o the school and mark the correspondence 'Strictly Confidential-Private Disclosure-Addressee Eyes Only'**. Anything sent at this stage would not be opened until after shortlisting unless the applicant will be supporting Nursery age children, and in all cases would be destroyed within 6 months of the selection process, unless you are successfully appointed to the role.

Shortlisted applicants will be expected to provide details of all unspent cautions and/or convictions at that stage, as part of the safeguarding requirements. Failure to disclose information at that point may result in a withdrawal of the offer or dismissal.

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

Yes

No

APPLICANTS FROM OUTSIDE THE UK

Applicants from outside the UK need to provide an overseas criminal records check and/or certificate of good character from their home country employer.

I can provide this information

Yes

No

OTHER SAFEGUARDING

Please list any allegations that have been made against you which were subject to an investigation, including the outcomes.

ELIGIBILITY TO WORK IN THE UK		
Are you eligible to work in the UK?	Yes	No
Do you require a work permit?	Yes	No
National Insurance Number		
Do you require sponsorship certificate?	Yes	No
If yes, please give the following: Sponsorship TIER: Number: Expiry date:		
DISCLOSURE OF A RELATIONSHIP		
Are you related to, or have a close personal relationship with any member of the school's staff, governors, the school's local authority Councillor or Council officer, or any member of the Southwark Diocesan Board of Education? Yes No		
If yes, please state the name of the individual, relationship and the position they hold		
DATA PROTECTION STATEMENT		
The school is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016. All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The school will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We process this information about you because the processing is necessary for us to enter into an employment or other work-related contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation. If you succeed in your application for employment, the information will be used in the administration of your employment with us. Further details on the processing of your data at this stage will be provided to you on offer of employment. For unsuccessful applicants we will hold this information securely for a period of six months.		

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on our privacy notice and data protection policy.

You can contact the School's Data Protection Officer if you have a concern about the way we collect or use your data.

In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent and you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data.

Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting the School's Data Protection Officer.

DECLARATION

I certify that all information given by me on each section of this form and in supporting documents is correct to the best of my knowledge and belief, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold and will produce evidence of the same. I acknowledge that I have read and understood the accompanying notes to applicants attached to this application form.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice and, where appropriate, referral to the police.

I hereby give my permission for a DBS check to be carried out and consent to the processing of sensitive personal data, as defined by the current Data Protection legislation, involved in the consideration of this application.

NAME:

SIGNED:

DATE:

CONFIDENTIAL INFORMATION

EQUAL OPPORTUNITIES

ADDITIONAL INFORMATION (CONFIDENTIAL) - This section of the form seeks additional information pertinent to your application. It will be removed before shortlisting and will not be seen by any members of the selection panel. Access to it will be limited to staff involved in administering the appointment process who need access for equal opportunities monitoring or to take administrative action based upon the information provided e.g. Occupational Health referral.

POSITION APPLIED FOR:

FIRST NAME:

SURNAME:

TITLE:

PREFERRED PRONOUNS:

DATE OF BIRTH:

The Equality Act defines a person as having a disability if they have a long standing physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability?

Yes

No

Are there any reasonable adjustments you would like us to make to enable you to participate fully and fairly in the recruitment process?

Yes

No

If yes, please give details:

Do you consider yourself to be neuro-diverse?

Yes

No

Are there any reasonable adjustments you would like us to make to enable you to participate fully and fairly in the recruitment process?

Yes

No

If yes, please give details:

EQUAL OPPORTUNITIES MONITORING

We monitor (in the strictest confidence) the progress of our Equal Opportunities Policy. Please help us by giving the fullest possible answers to the questions below.

Which gender do you identify with?		What is your age group:	
Female	Non-Binary	20 - 29	30 - 39
Gender Fluid	Transgender	40 - 49	50 - 59
Intersex	Prefer not to say	60 - 65	65+
Male	Other		
Is this the same as your gender at birth?			
Yes	No		
Which ethnic group do you identify with?		Would you describe yourself as having any of the following types of disabilities?	
Asian, Asian/British		Mental	
Black, Black African, Black Caribbean, Black British		Physical	
Mixed or multiple ethnic groups		Prefer not to say	
White, White European, White other, White British		Other	
Prefer not to say			
Other			
How would you describe your faith?			
Agnostic	Hindu	Prefer not to say	
Atheist	Jewish	Other	
Buddhist	Muslim		
Christian	Sikh		
What is your sexual orientation?			
Asexual	Heterosexual	Transexual	
Bisexual	Lesbian	Undecided	
Gay	Pansexual	Prefer not say	
Thank you for completing the equal opportunities monitoring form.			