# CONFIDENTIAL

## TEACHER APPLICATION FORM

*Before signing this form, please ensure that every*

*section has been completed. The form should be*

*returned as instructed in the details of the post.*

**Gumley House School FCJ is an Academy**

**in the FCJ Educational Trust**

**TEACHER APPLICATION FORM**

### Application for the position of:……………………………………………………….

### PERSONAL DETAILS

Surname: ……………………………………………………………………………………..… Title …………………………

Forename(s): ……………………………………………………………………………………………………………………………………………………

Known as (if applicable): ……………………………………………………….. Any former name(s): ……………….……………………..

Religious Denomination/Faith: ………………………………………………………………………………………………………………………….

Address: ……………………………………………………………………………………………………………………………………………………

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Home Tel no: (……………)………………………….... School Tel no: (……………)…….………….…….…………………..

Mobile Tel no: …………………………………………….. Email: …………..…………………………………………………………..

How do you prefer to be contacted: 🞏 Home 🞏 Mobile 🞏 Work 🞏 Email

DfE Teacher Reference No: …………..…………………………………… National Insurance No: ….……………………………….

Do you have Qualified Teacher Status (‘QTS’): 🞏Yes 🞏 No

QTS Certificate Number: …………..……………. Date of Qualification as a Teacher: …………………….

If you have lived at the address above for less than 5 years, please list all other addresses at which you have lived during this period with dates.

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| ***Address:*** | ***Dates:*** |

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| ***Current Employment Details*** (if applicable) |

Are you currently employed: *if ‘No’, please proceed to next section* 🞏Yes 🞏 No

Present Post: ……………………………………………………………………………………………………………………………………………………

at: ……………………………………………………………………………………………………………………..…… School/College

Address: ……………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………

School Tel no (……………)…….……………….………………….. Local Authority: ……..........….……………….…………………..

Date of appointment: …….………………………………………. 🞏Full Time 🞏 Part Time 🞏 Job Share

Notice required: ..…..........….……………….…………………..

Probationary Year/NQT Induction Year completed? If so, please provide date: ………………………………………………..

At which school did you complete your NQT year?...............................................

Description of key duties and responsibilities:

***Please provide the following information relating to present salary and scale:***

Salary Scale (e.g. Main/Upper/Leadership): …………………………… Spine Point: ……………..……

Additional allowances (incl. Inner/Outer/Fringe London): …………………………………………………….

Number on roll: …………………………………….……… Gross Annual Salary: ………………………………….

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| ***Employment History and Professional Experience*** |

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

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| Full name and address of school or institution  *(state whether Nursery/*  *Primary/Secondary/*  *Comprehensive/*  *Selective, etc. Include 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**  From  MM/YY  To  MM/YY | 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**  From  MM/YY  To  MM/YY | 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 16 – 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 | Activity |
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Please confirm whether you have ever been ordained

and/or been a member of a religious community.  🞏Yes 🞏 No

If ‘Yes’, please provide details:

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| ***Continued 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 (e.g. teaching courses, First Aid, ICT etc.).*

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| **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From - To** | **Award/Grade received**  *(if applicable)* |
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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 time or part time | **Dates**  From: MM/YY  To: MM/YY | Date of Award | Awarding Body  &  Registration No.  (if known) | Award |
| **Post Graduate qualifications** *(Please state if you hold the Catholic Certificate of Religious Studies (or equivalent))* | | | | | |
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| **Higher Education qualifications** | | | | | |
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| **School/College qualifications** | | | | | |
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| ***Professional Memberships*** | | | | | |

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

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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. You should pay particular attention to the national standards for the position for which you are applying.* ADVERTISEMENT

Please state where you learned of this vacancy: …………….……………………………………………………………………...

##### 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 / 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 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: ……………………………………………………………. Designation: ………………………………………………

Address: ……….…………………………………………………… Telephone: ……………………………………………...

…………………………………………………………….. Email: ..…………………………………….……...

**Other Professional (where you are not currently employed with children, this must be your most recent school/college employer):**

Name: ……………………………………………………………. Designation: ………………………………………………

Address: ……….…………………………………………………… Telephone: ……………………………………………...

…………………………………………………………….. Email: ..…………………………………….……...

**Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional) if applicable\*:**

Name: ……………………………………………………………. Designation: ………………………………………………

Address: ……….…………………………………………………… Telephone: ……………………………………………...

…………………………………………………………….. Email: ..…………………………………….……...

*\* Schools/Colleges of a Religious Character are permitted, where recruiting for Teaching posts, to give preference to applicants who are practising Catholics and, therefore, one referee should be your Parish Priest/the Priest of the Parish where you regularly worship. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.*

**Please Note that we reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.**

Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body / FCJ Educational Trust or any current employees of the Governing Body / FCJ Educational Trust? 🞏Yes 🞏 No

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*If ‘Yes’, please provide details:*

DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

AND DISCLOSURE AND BARRING SERVICE CHECKS

The Governing Body / FCJ Educational Trust is obliged by law to operate a checking procedure for employees who have substantial 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:

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By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): 🞏

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”) (formerly CRB Check and ISA Check) 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 hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”): 🞏

REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a disclosable criminal offence the details must be disclosed on the table below. If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked ‘confidential’.

| **Date of conviction / pending hearing** | **Offence** | **Sentence** |
| --- | --- | --- |
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**General Data Protection Act (GDPR)**

In compliance with the General Data Protection Act (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.

1. The person responsible for data protection within our organisation is: Craig Stilwell, Data Protection Officer, Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com) Telephone: 0203 326 9174

1. Your data will not be shared with any third party, unless a legal obligation should arise
2. If you are successful in your application the application form will form part of your staff file, which hall be retained during your employment and afterwards in accordance with our data a retention policy
3. If you are unsuccessful in your application the application form will be destroyed after a period 6 months
4. If you narrowly miss out on a role at Gumley House School FCJ, we may ask you to agree to your data to be held in our talent pool, for a future opportunity of employment
5. You have a right to request the forms are destroyed before the retention period by contacting our organisations Data officer mentioned above
6. If you have any concerns about the data we have collected or want to complain about the data requested, you should contact our organisations Data officer mentioned above. If you are unhappy with how your concern/complaint has been handled, you can contact the Information commissioner’s office via the website: ico.org.uk

***IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006***

The Governing Body / FCJ Educational Trust 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 paragraph 18 of the 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 provide documentary evidence of such entitlement when requested: 🞏

**DECLARATION**

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment, then your name will be withdrawn from the recruitment process.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed, then you will be liable to be dismissed summarily. You may also be referred to the Teaching Agency or the Police, if appropriate.[[1]](#footnote-1)

By signing below, I hereby certify that all the information given by me both on this form and in any supplementary pages and 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 candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

Signature: ………………………………………………… Date: ……………………

The Governing Body has a statutory duty to do so in prescribed circumstances: Education Act 2000

**Additional notes:**

1. [↑](#footnote-ref-1)