

**SOUTHWARK DIOCESAN BOARD OF EDUCATION  
MULTI-ACADEMY TRUST**

*Developing Church of England Education*



**APPLICATION FORM  
DEPUTY HEADTEACHER – ALL SAINT'S PRIMARY SCHOOL  
CONFIDENTIAL**

Closing date for completed form: 12 noon on Friday 28<sup>th</sup> June 2024

Return form to: Lorraine Berry [lberry25@suttonmail.org](mailto:lberry25@suttonmail.org)

Please state where you saw the advertisement for this post:

**I APPLICANT'S PERSONAL DETAILS**

TITLE:

FIRST NAME:

SURNAME:

PREVIOUS NAMES:

PERMANENT ADDRESS:

WORK TEL NO:

HOME TEL NO:

MOBILE PHONE NO:

MAY WE TELEPHONE YOU AT WORK: Yes  No

EMAIL ADDRESS:

TEACHER REFERENCE NO:

NATIONAL INSURANCE NO:

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 give details

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

Yes  No

((Failure to produce this documentation when requested may result in SDBE being unable to pursue your application))

**2 SUPPORTING STATEMENT** Please continue on a separate sheet if required.  
*This section is essential and failure to complete this section may render your application invalid.*

**Having read the job description and person specification, please say why you feel you are suitable for this post, addressing each of the person specification criteria required and any additional information which you think would be useful to this post.**

**3 PRESENT OR MOST RECENT EMPLOYMENT**

NAME OF EMPLOYER:		ADDRESS:	
		LA AREA	
POST HELD:	DATE OF APPOINTMENT:	PRESENT ANNUAL SALARY (incl allowances): Please specify in £ per annum	

**4 PREVIOUS EMPLOYMENT (start with most recent - please explain any gaps in employment and complete all columns)**

School, college or other employer	Type & status of establishment	Title of post (include special responsibilities)	Dates of employment and reasons for leaving

**5 EDUCATION AND ACADEMIC QUALIFICATIONS**

School/college/university	From	To	Subjects/Qualifications/Grades/Honours, dates awarded and awarding body
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications (including PGCE)			

**6 ANY TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION**

Course title	Provider	Dates & duration of course	Award (if any)

**7 OTHER PAID/UNPAID WORK EXPERIENCE (please explain gaps in employment)**

Employer	From	To	Nature of Occupation and reasons for leaving

**8 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST**

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**9 RELIGIOUS AFFILIATION (if applicable)**

Are you a member of the Anglican Church?

Are you a regular worshipper within the Anglican Church?

Give details of membership of any other Christian denomination:

**10 RELIGIOUS AFFILIATION REFERENCE Unless otherwise stated, we will apply for a reference in support of your application to advise Church of England schools. Please give details of a person willing to provide such a reference for you:**

Which Centre of Worship do you regularly attend?

Address:

Name of priest, minister, elder, etc: who will provide you with a reference

Address:

Status:

Context in which you are known to the above:

Details of your qualifications and experience which you feel are especially relevant to working with a Church of England school:

**11 PROFESSIONAL REFERENCES - please supply the names and addresses of two persons willing to provide references. One must be from your current or most recent employer in a line manager capacity. References will not be accepted from relatives or people writing solely in the capacity of friends.**

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

NAME:

ADDRESS:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

**APPLICANTS FROM OUTSIDE THE UK**

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

I can provide this information

Yes  No

**12. KEEPING CHILDREN SAFE IN EDUCATION- DISQUALIFICATION REQUIRMENTS**

**If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years or children in a childcare setting including breakfast or after schools club for children up to 8 years you are required to complete this section.**

**DISQUALIFICATION**

Have you ever been cautioned or convicted of a serious offence against children or adults? Yes  No

Have you ever had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering? Yes  No

Are you subject to an Order, direction or similar in respect of childcare, including an Order made in respect of your own children? Yes  No

**13 DECLARATION BY APPLICANT**

I understand that appointment to this post is subject to a satisfactory Enhanced Disclosure and Barring Service disclosure. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, and subsequent amendments), I am required to disclose any record I may have of criminal convictions, cautions and bind-overs, including those regarded as 'spent' and to attach details of the same.\*

Have you a record of criminal convictions, cautions or bind-overs? Yes (details attached)  No

\* Please note information about criminal convictions, cautions and bind-overs will remain confidential but will be made available to the panel for consideration if your application is otherwise deemed worthy of short-listing.

I declare that I am not on any barred list including List 99, or disqualified from working with children, or subject to any sanctions imposed by a regulatory body (i.e. the Teaching Agency)

I understand that under the terms of the Immigration, Asylum and Nationality Act 2006 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.

\*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

I appreciate that I must declare any family or close relationship with a member of the Southwark Diocesan Board of Education. I understand that failure to disclose such a relationship may result in my disqualification.

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.

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 about my eligibility for the post, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice.

I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

SIGNED:

DATE:



**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:**

Title:

First name:

Surname:

Date of birth:

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

**Sex:** M  F

**Age:** 20-29  30-39  40-49  50-59  60-65

I consider myself to be disabled within the meaning of the Disability Discrimination Act 1995

**Please indicate your cultural/ethnic origins**

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff.

**White**

British

English

Scottish

Welsh

Other: please write in

Irish

Any other White background: please write in

**Black, Black British, Black English, Black Scottish or Black Welsh**

Caribbean

African

Any other Black background: please write in

**Asian, Asian British, Asian English, Asian Scottish or Asian Welsh**

Indian

Pakistani

Bangladeshi

Any other Asian background: please write in

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background: please write in

**Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh or other ethnic group**

Chinese

Any other background: please write in

**Prefer not to state**

**Put a cross here if you prefer not to state your ethnic group**

### **Notes to applicants**

- Before signing this form please check that every section has been completed.
- If you do not fill in the supporting statement section 2 your application may be rendered invalid.
- Please note that CVs are not accepted
- The form should be returned as instructed in the details of the post.
- Please enclose a stamped addressed envelope if you wish us to acknowledge your application by post.
- The successful applicant will be required to provide an Enhanced Disclosure from the DBS.

### ***Details of referees***

- One referee should be your current or most recent employer and must know you in a managerial capacity.
- The Southwark Diocesan Board of Education will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience of qualifications, before the interview.
- References from relatives or friends writing solely in the capacity of friends will not be accepted.
- If you have not been employed before, give details of teachers / lecturers or others who know you well enough to comment on your ability to do the job.