# School NEW LOGO

## SENIOR LEADERSHIP APPLICATION FORM

**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.**

**Name of candidate: ………………………………………………………………………………………………….**

**Please begin to check you have the following:**

1. Correct application for the position being applied for
2. Notes to applicants – please read these before you complete the application form.
3. Recruitment monitoring form
4. Consent to obtain references form
5. Rehabilitation of Offenders Act 1974 – Disclosure form

**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: …………………………………………………………………….

Full time Part Time Job Share

At: Gumley House School FCJ at which the Governing Body is the employer of staff.

In the Local Authority of the London Borough of Hounslow

In the Diocese of Westminster

Please state where you first learned of this vacancy:

### 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: ……………………………………………………………………………………………………………………Academy/School/College

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

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

Archdiocese/Diocese: ………………………………………………………………………………………………………………………………………

Permanent /Temporary: ……………………………………………………..

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

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

Reason for Leaving: …………………………………………………………………………………………………………………………………………

Brief 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: ………………………………….

Group of school: ……………………………………………..

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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 (from - to)** | **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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| ***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 |
| **Desirable Qualifications** | | | | | | | | | | |
|  | |  |  | |  | |  | | | **NPQH** |
|  | |  |  | |  | |  | | | **Catholic Certificate of Religious Studies (or equivalent)** |
| **Other Post-Graduate Qualifications** | | | | | | | | | | |
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| **Higher Education qualifications** | | | | | | | | | | |
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| **School / College Qualifications** | | | | | | | | | | |
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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.). Please provide details of your most recent safeguarding training.* | | | | | | | | | | |
| **Course Title** | **Course Provider** | | | **Length of Course** | | **Dates**  **From - To** | | | **Award/Classification if applicable** | |
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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.*

##### 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. Most Senior Leadership posts require 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 the named referees, including the 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 the 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 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 allegations

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 Academy/School/Employer:**

Name: ……………………………………………………………. Role: ……………………………………………………

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

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

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

Name: ……………………………………………………………. Role: …………………………………………………………..

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

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

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 / FCJ Educational Trust or any current employees of the Governing Body / FCJ Educational Trust please provide the relevant details here:

🞏Yes 🞏 No

*If ‘Yes’, please provide details:*

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| Name:  Relationship (s) to you: |

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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**It is an offence to knowingly apply for, offer to do, accept, or do any working a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

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) 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 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 to interview.

If you are invited to interview, please bring along 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 to Your Consent to Process Your data**

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. We are Gumley House School FCJ, St John’s Road, Isleworth, Middlesex, TW7 6XF, an Academy Trust in the FCJ Educational Umbrella Trust. Gumley House School is the Data Controller.
2. Being a Catholic education provider we work closely with the academy’s Diocesan authority, the academy’s trustees, the Local Authority, the Department of Education, the Catholic Education Service, and Judicium Consulting Ltd 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: 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. We require the information we have requested o this form in order to process your application of employment.
2. To the extent 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 rise.
3. 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 organization and afterwards in accordance with our data retention policy.
4. 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.
5. 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.
6. 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) that you wish to withdraw your consent.
7. To read about your individual rights you can refer to our fair processing notice and data protection policies.
8. 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 emailing: Judicium Consulting Email: [dataservices@judicium.com](mailto:dataservices@judicium.com). If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner’s Office via the website: ico.org.uk

\*Article 9(1) GDPR sets our 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 genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data of a natural person’s sex life or sexual orientation….”

**Request for your consent**

Please ensure you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

I confirm I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions

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 paragraph 2 and 5 above: Yes No

**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: 🞏

**IMMIGRATION ACT 2016**

The ability to communicate with members of the public in accurate spoken English is an essential requirement of the post. The requirement is applicable to public sector workers with public 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 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, then your name will 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 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.

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 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/eligibility to work with children and/or vulnerable adults.

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

***(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you in due course)***