**JOB APPLICATION FORM**

**Personal Information**

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| **Details of Position Applied For:** | | | |
| Name of School: |  | | |
| Position Applied for: |  | | |
| Job Reference No: |  | Job advertised on: |  |
| **Personal Details:** | | | |
| Title: |  | Surname: |  |
| First Name: |  | Middle Name(s): |  |
| Other/Previous Names: |  | Used From / To: |  |
| Home Address  including postcode: |  | | |
| Home Telephone Number: |  | Mobile Telephone: |  |
| Email Address: |  | | |
| National Insurance Number: |  | UK Right to Work: | Yes / No |
| Type of Visa/Work Permit Held (if applicable): |  | | |
| Are you related to any member of the governing body, Local Authority elected member or official, official of the LDBS: | | | Yes / No |
| If ‘yes’, please detail: |  | | |
| **The section below is only to be completed by teaching staff:** | | | |
| DfE Teacher Reference Number (TRN) (if applicable): |  | Do you have Qualified Teacher Status (QTS)? | Yes / No |
| Date awarded: |  | Certificate Number: |  |
| Route by which QTS obtained (please circle): | 1st Degree / PGCE / SCITT /  School Direct / Overseas / Other\* | \*If ‘Other’, please state: |  |
| Are you a Newly Qualified Teacher (NQT) | Yes / No | Have you completed a period of induction if required by DfE? | Yes / No |
| Date Completed: |  | Signed off by (organisation/school name): |  |
| Any other relevant information including dates awarded  (e.g. QTLS, AST, SENCo/ALNCo etc.) |  | | |

**Employment Information**

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| **Current or Most Recent Employment – please note, current employers are required to be one of your references:** | | | | | |
| Employer Name: | |  | | | |
| Employer Address (including postcode): | |  | | | |
| Title of Post Held: | |  | | | |
| From | |  | To |  | |
| Responsibilities Held:  (For teaching or school-based roles, please indicate here year groups or subjects taught, and include any leadership or developmental roles you hold or have held in this position including dates of any TLRs held). | |  | | | |
| Salary Range and Point: | |  | Salary: |  | |
| Reason for Leaving: | |  | | | |
| Notice Period Required: | |  | May we contact Reference prior to interview? | Yes / No | |
| **Previous Employment** *(If you have any breaks in service/employment, please state the dates from and to, and the reason for the break)* | | | | | |
| From  (month/year) | To  (month/year) | Name, Address & Contact Number of Employer | Position Held | Salary | Reason for Leaving |
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**Education and Qualifications**

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| **Please indicate qualifications held, with most recent qualifications obtained first:** | | | | |
| **Qualification Level**  (i.e. Degree, Masters, Doctorate, A-Level, BTEC, NVQ, GCSE etc. (if other, please state): | **Subject(s)** | **Grade** | **Name and Address**  **of Institution:**  (i.e. University, College, School, or other institution attended) | **Date of qualification:** |
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**Professional Development and Membership**

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| **Please outline any other relevant training courses or professional development you have undertaken (including INSET & CPD):** | | | | | | |
| **Name of Course or Qualification** | | **Grade or Outcome** | **Name and Address**  **of Organising Body:**  (i.e. University, College, School, or other organisation attended) | | | **Date of qualification or attendance at training:** |
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| **Membership of Professional Bodies (if applicable):** | | | | | | |
| **Name of Professional Body** | **Membership Status / Level** | | | **Member Since:** | **Membership Number:** | |
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**Supporting Statement:**

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| **You have the option to provide further information to support your application.**  Please outline any experience, knowledge, or skills you have, in addition to your employment history, that would support your application. Please also refer to the job description and person specification for the post when completing this section. | | |
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| **Working in a Church of England School** | | |
| We welcome as teachers, and other members of staff, people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos, and philosophy of a Christian school, in the tradition of the Church of England, and would expect staff to make a positive contribution to the development of that Christian ethos, and for school leaders to demonstrate a clear commitment to the Christian ethos. | | |
| **If you are a practicing member of a Christian Church, please give details:** | | |
| Denomination | Place and Address of Worship | Diocese (if applicable) |
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| **If possible, please give the name of a parish priest or minister from whom a reference may be sought if required:** | | |
| Name | Email Address | Telephone Number |
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| **Please provide a short statement on why you are interested in working in a Church of England School:** | | |
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**References and Declarations:**

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| **References**  Please note, if you are currently employed, you must include your current employer: | | | | |
| **Reference 1** | | **Reference 2** | | |
| **Name:** |  | **Name:** |  | |
| **Job Title:** |  | **Job Title:** |  | |
| **Address:** |  | **Address:** |  | |
| **Email:** |  | **Email:** |  | |
| **Telephone:** |  | **Telephone:** |  | |
| **Relationship:** |  | **Relationship:** |  | |
| **Are we able to contact prior to interview** | Yes / No | **Are we able to contact prior to interview** | Yes / No | |
| **Declarations of criminal convictions:**  St John the Baptist CE Junior School is 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 in information provided will be followed up. Current or previous employers will be contacted as part of the verification process.  This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed you will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. You are required to declare any unspent convictions, cautions, warnings and bindovers you may have, regardless of how long ago they occurred, as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up an appointment: this will depend on the nature of the offence(s) and their relevance to the post you are applying for.  However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check then this may place your appointment in jeopardy. | | | | |
| Do you have any unspent convictions, cautions, warnings or bindovers that are not ‘protected’ as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order 1975 (as amended in 2013) and/or are you the subject of a current police investigation or have criminal proceedings pending against you? | | | | Yes / No |
| Are you on the Children’s Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. DBS, National College for teaching & Leadership (NCTL))? | | | | Yes / No |
| ***It is a criminal offence for barred individuals to seek, or to undertake, work with children. If you have answered ‘YES’ to either of the above and are called to interview, please provide further details on a separate sheet in a sealed envelope marked ‘CONFIDENTIAL DISCLOSURE’.*** | | | | |
| **Data Protection and Applicant Declaration** | | | | |
| Data Protection – Applicant Privacy Notice  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 (GDPR) 2016. This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.  We collect all the information laid out in this form, in the form of references from current and/or previous employers and, if shortlisted from the selection process, the information given to us, and collected by us, will form part of the contract of employment for successful candidates. We have a legitimate interest in processing data from job applicants in order to:   * Administer the application, shortlisting, and selection process; * Assess your suitability to work with children and young people based on assessment of likely performance among other factors; * Inform the development of recruitment and retention policies; * Defend legal claims; * Fraud detection and prevention; * Monitor protected characteristics in order to promote equality at work.   No decisions are based on automated decision making.  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.  We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.  We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.  If we wish to process your personal data for a new purpose we will inform you of any additional processing.  Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.  A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:  For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.  For unsuccessful applicants, securely for a period of six months.  Your information will be shared with school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing, and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.  We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.  We will not share your data with third parties unless and until an offer of employment is made to you. At that stage, your data will be shared to fulfil legal requirements, obtain or provide necessary information, or because the third part processes data on our behalf. These third parties include:   * The Disclosure and Barring Service (DBS) in order to undertake a criminal record check; * Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services; * Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts).   When we appoint third parties in order to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.  We do not transfer your data to countries outside of the European Economic Area (EEA).  Under data protection legislation, you have the right to request access to information about you that we hold.  To make a request for your personal information, contact our data protection officer (details available from the school office or website).  You also have the right to:   * Restrict processing of your data in certain circumstances; * Prevent processing for the purpose of direct marketing; * Object to decisions being taken by automatic means; * Object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing; * In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and * Claim compensation for damages caused by a breach of data protection legislation.   If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns>  If you would like to discuss anything above, please contact the school office. | | | | |
| **Applicant Declaration**  **I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an office and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers’ misconduct team or police.**  **I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.** | | | | |
| **Signed:** | | | | |
| **Date:** | | | | |

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| **Additional Information:**  Please use this space to provide additional information if required. |
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