

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

Developing Church of England Education



**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

**APPLICATION FORM
CONFIDENTIAL**

Role:

Closing date for completed form: See advert

Please return form to: info@stmatthews-redhill.surrey.sch.uk
FAO Janet Lightfoot

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)

We are committed to positively tackling discrimination in all its forms and work to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently under represented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

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

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:

12 DECLARATION BY APPLICANT

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

DISCLOSURE

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs that are not protected could result in dismissal should it be subsequently discovered. Failure to understand the filtering criteria will grant no protection from dismissal.

Having a criminal conviction will not necessarily bar you from employment. Any information given either when returning this application form or at interview will be entirely confidential and will be considered only in relation to this application.

Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in schedules 2 and 3 of the Childcare (Disqualification) Regulations 2009?

Yes/No

This includes, but is not limited to:

- Any offence against or involving a child
- Any sexual offence
- Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH)
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15. DATA PROTECTION STATEMENT

The SDBE MAT 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:

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

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 or 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.