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| **APPLICATION FORM - CONFIDENTIAL** | | | |
| **NAME OF SCHOOL:** Bishop John Robinson Church of England Primary School  **ROLE APPLIED FOR:** Class Teacher  **Starting Date for Contract: 1st July 2021** | | | |
| Closing date for completed form: **Friday 26th March 2021**  Return form to: [admin@bjr.greenwich.sch.uk](mailto:admin@bjr.greenwich.sch.uk) to which all queries should be addressed. | | | |
| **1 APPLICANT'S PERSONAL DETAILS** | | | |
| TITLE: | FIRST NAME(s): | | 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: | |
| **2 TEACHER STATUS** | | | |
| Do you have Qualified Teacher Status  Are there any restrictions on your residence or employment in the UK? Yes No  If Yes, please give details | | | |

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| **3 SUPPORTING STATEMENT**  Please continue on a separate sheet(s) 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.** |

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| **4 PRESENT OR MOST RECENT EMPLOYMENT** | | | | | |
| NAME OF SCHOOL AND EMPLOYER: | | SCHOOL ADDRESS: | | | |
| TYPE & STATUS OF ESTABLISHMENT: | AGE RANGE: | | | NUMBER OF PUPILS: | |
| POST HELD: | DATES OF APPOINTMENT: | | | SCALE POINT AND PRESENT ANNUAL SALARY (incl allowances): | |
| **5** **PREVIOUS TEACHING EMPLOYMENT (start with most recent – please explain any gaps in employment)**  **A continuous employment history is required from when you left full time education.** | | | | | |
| School, college or other employer | Type & status of establishment | | Age range and roll (approx) | Title of post (include special responsibilities) | Dates of employment |
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| **6 EDUCATION AND ACADEMIC QUALIFICATIONS** | | | |
| School/college/university | From | To | Subjects/Qualifications/Grades/Honours, dates awarded and awarding body |
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| Vocational Qualifications |  |  |  |
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| **7 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION** | | | | |
| Course title | Provider | | Dates & duration of course | Award (if any) |
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| **8 OTHER PAID WORK/VOLUNTARY WORK EXPERIENCE (please give details of any explain any gaps in dates shown)** | | | | |
| Employer/Organisation | From | To | Nature of Occupation | |
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| **9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST** | | | | |
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| **10 RELIGIOUS AFFILIATION** |
| Are you an Anglican communicant? (*Answering ‘No’ will not disqualify you from being selected for interview.)* |
| Are you a regular worshipper within the Anglican Church? |
| Give details of membership of any other Christian denomination: |
| Which Centre of Worship do you regularly attend?  Address:  Name of priest, minister, elder, etc:  Address:  We will apply to the above-named person for a reference in support of your application to teach in this Church of England school. Alternatively, please give below details of another person willing to provide such a reference for you: |
| Please provide a short statement on why you are interested in working in a Church of England school. |

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| **11 PROFESSIONAL REFERENCES - please supply the names and addresses of two persons willing to provide references. One should be from your current Headteacher. If you are not currently working with children, a reference from the employer by whom you were most recently employed to work with children will be required. References will not be accepted from relatives or people writing solely in the capacity of friends.** | |
| NAME:  ADDRESS:  TEL.  EMAIL:  POSITION HELD: | NAME:  ADDRESS:  TEL.  EMAIL:  POSITION HELD: |

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| **12 DECLARATION BY APPLICANT**  SDBE schools are 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?  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) | **Yes / No** |
| Have you been barred from working in regulated activity with children (i.e. are you included on the Disclosure and Barring Service Children’s Barred List) or subject to sanctions imposed by a regulatory body e.g. DBS, GTA, NCTL? | **Yes / No** |
| Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK? | **Yes / No** |
| If you answered yes to any of the above, please give details on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’. | |
| I understand that if my application is successful, I will be required to obtain an enhanced DBS Certificate. | |
| **APPLICANTS FROM OUTSIDE THE UK**  Applicants from outside the UK need to provide an overseas criminal records check and/or certificate of good character from their home country.  I can provide this information. Yes  No | | |
| **Please list any allegations that have been made against you which were subject to an investigation and the outcome to these.** | | |
| I understand that under the terms of the Asylum and Immigration Act 1996 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 school's Governing Body, an employee of the school or senior official (including councillors) of the local authority which has responsibility for the school. 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 and will produce evidence of the same. I acknowledge that I have read, understand and will comply with the Notes to Applicants which accompanied 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 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:** | | |

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| **14. DISCLOSURE OF RELATIONSHIP** |
| Are you related to, or have a close personal relationship with any member of the school’s staff, school governor, the school’s local authority Councillor or Council officer, or any member of the Southwark Diocesan Board of Education?  Yes  No  If yes, state the name, relationship and position held |

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| **15. DATA PROTECTION STATEMENT** |
| 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 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. |

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| **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:

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| **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: Primary School Class Teacher**  Title: First name: Surname:  Date of birth: |
| **HEALTH** |
| Please state, with dates, any serious illnesses or operations you have had:  Do you suffer from recurring ailments? If Yes, please specify Yes No  Have you been absent from your employment through illness for more than  5 days in total in the last twelve months? If Yes, please give details below: |
| Do you consider that you have any disability as defined within the terms of the Disability Discrimination Act 1995, which has a substantial effect on your ability to carry out normal day to day activities? Yes No  If Yes, please give brief details of the disability and any adjustments which you consider you would need to be made to enable you to carry out the post for which you are applying:    Will you require assistance if called for an interview? Yes No  If Yes, please give details: |

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| **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 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 and is recommended by the Commission for Racial Equality ([www.cre.gov.uk](http://www.cre.gov.uk)).  White  British  English  Scottish  Welsh  Irish  Other: [please write in]  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  I prefer not to state my ethnic group |

# Notes to applicants

* Before signing this form please check that every section has been completed.
* The form should be returned as instructed in the details of the post.
* Enclose a stamped addressed envelope if you wish us to acknowledge your application.
* You are reminded that this is an application form for a post in a Church of England/Church in Wales Voluntary Aided school or a Foundation school in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign will include the following clause (the second paragraph is omitted in the case of a Foundation school or where you are not required to give religious education):
* As a teacher in a Church of England/Church in Wales school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
* You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England/Church in Wales and Trust Deed of the School. You are required to take part in and lead acts of religious worship.
* The successful applicant will be required to provide an Enhanced Disclosure from the CRB.

*Details of referees*

* One referee should be your current or most recent employer. If you are not currently working with children but have done so in the past, a reference will be required from the employer by whom you were most recently employed in work with children.
* The school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience of qualifications, before the interview.
* If you are currently working with children, on a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any penalty which is time expired and whether you have been the subject of any child protection concerns, and if so, the outcome of the enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the relevant previous employer will be asked about those issues.
* References from relatives or friends writing solely in the capacity of friends will not be accepted.