Applicant Number (leave blank)	

Woodmansterne School Application Form

(for posts that are exempt from the Rehabilitation of Offenders Act 1974).

The post you are applying for is EXEMPT from the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013). All shortlisted applicants will be asked to give details of any 'spent' and 'unspent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

How to fill in this form

1. This application form is provided in a 'fillable pdf' format. If completing electronically it can be saved at any point to your computer and reopened to revise or complete before saving the final version for emailing or for printing or scanning. Alternatively, it can be printed off and completed by hand.

2. Please read all the information and guidance notes before you complete this form.

3. Please answer all the questions and limit your personal statement to **two sides of A4 (Arial/Calibri, font size 11)**

4. Please be concise. The spaces provided for your answers should be sufficient, but if you do not have enough room please continue on a separate sheet.

5. We want to ensure the recruitment process is accessible to all applicants, so if you would like us to make any arrangements in this respect please let us know.

6. **Do not attach a CV- it will not be considered.**

7. On completion of this application form please ensure you sign and date the declarations on pages 7 and 9. If you are completing it electronically, an electronic signature will suffice. If typing your name you will be required to physically sign if you are shortlisted.

8. Please also complete the separate Equal Opportunities Monitoring Form provided on page 9, and email your application to **recruitment@woodmansterne.london**

Please Note: If you have not heard from us within 4 weeks of the closing date your application for this job has not been successful.

Name:

Position applied for:

Where did you see the vacancy: Teach Lambeth ☐ DfE Vacancies ☐ School Website ☐ Other (please specify)

B: PERSONAL INFORMATION

Title:	
Forenames:	**Surname:**
Preferred name (if different):	**Previous Surname:**
Address: **Postcode:**	
Day telephone:	**Evening telephone:**
Email address:	
May we contact you during the day?	☐ **Yes** ☐ **No**

National Insurance No:

To be completed by applicants for teaching posts	
TRN (Teacher Reference No.):	
Do you have Qualified Teacher Status?	☐ **Yes** ☐ **No**
Are you registered with the General Teaching Council?	☐ **Yes** ☐ **No**

Do you require a work permit?	☐ **Yes** ☐ **No**
Are there any restrictions on your residence or employment in the UK. If yes please provide details in your personal statement.	☐ **Yes** ☐ **No**

Are you or have you ever been employed by Lambeth?

☐ **Current Lambeth employee***
☐ **Former Lambeth employee***
☐ **Working for Lambeth through an agency**
☐ **Never worked for Lambeth**

*If a current or former Lambeth employee, please provide dates and job title(s):

Are you related to a member or Chief Officer of the Council?	☐ **Yes** ☐ **No**

If yes, please give details:

C: EMPLOYMENT HISTORY

Please list in order *(the most recent first),* the organisation(s) you have worked for full and part-time, including any relevant voluntary or unpaid work, since leaving education. Please include ALL periods of unemployment longer than 2 weeks.

Most recent employer's name and address:	Job Title: Grade/Salary:	Brief description of duties:
Date of employment From: To:	☐ Full-time ☐ Part-time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title: Grade/Salary:	Brief description of duties:
Date of employment From: To:	☐ Full-time ☐ Part-time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title: Grade/Salary:	Brief description of duties:
Date of employment From: To:	☐ Full-time ☐ Part-time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title: Grade/Salary:	Brief description of duties:
Date of employment From: To:	☐ Full-time ☐ Part-time Hours:	Reason for leaving:

Previous employer's name and address:	Job Title: Grade/Salary:	Brief description of duties:
Date of employment From: To:	☐ Full-time ☐ Part-time Hours:	Reason for leaving:

Please continue on next page if required

EMPLOYMENT HISTORY *continued*

Previous employer's name and address:	**Job Title:**	**Brief description of duties:**
	Grade/Salary:	
Date of employment From: To:	☐ **Full-time** ☐ **Part-time** Hours:	**Reason for leaving:**

Previous employer's name and address:	**Job Title:**	**Brief description of duties:**
	Grade/Salary:	
Date of employment From: To:	☐ **Full-time** ☐ **Part-time** Hours:	**Reason for leaving:**

Previous employer's name and address:	**Job Title:**	**Brief description of duties:**
	Grade/Salary:	
Date of employment From: To:	☐ **Full-time** ☐ **Part-time** Hours:	**Reason for leaving:**

Previous employer's name and address:	**Job Title:**	**Brief description of duties:**
	Grade/Salary:	
Date of employment From: To:	☐ **Full-time** ☐ **Part-time** Hours:	**Reason for leaving:**

Previous employer's name and address:	**Job Title:**	**Brief description of duties:**
	Grade/Salary:	
Date of employment From: To:	☐ **Full-time** ☐ **Part-time** Hours:	**Reason for leaving:**

D: EDUCATION AND QUALIFICATIONS

Please give details of your Education – schools and colleges or universities attended and any qualifications obtained, including membership of any professional bodies.

School/College/University name and address:	Subjects:	Qualifications gained:	Grades:

E: TRAINING AND DEVELOPMENT

Please tell us about any relevant training or development courses or activities you have taken part in and any qualifications obtained, for example 'First Aid Certificate'.

Activity:	Dates: dd/mm/yyyy	Qualification:
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

F: PERSONAL STATEMENT

Please explain how you meet the points on the person specification, and what makes you suitable for this job. Ensure that you itemise your responses so that you can demonstrate how your knowledge, experience, skills and abilities meet the requirements of the person specification. This is a very important part of the information you supply to us. **Please limit your supporting statement to 2 sides of A4**

G: Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) Order 2013 and Childcare (Disqualification) Regulations 2009

Please read the recruitment information on applying for a post before you complete this section.

The post you are applying for is exempt from the Rehabilitation of Offenders Act (1974) (Exceptions) order 1975 (as amended in 2013). You do not need to declare any criminal record information that is now filtered under this Act. As a result certain cautions and convictions are now considered 'protected' and therefore filtered from Standard or Enhanced DBS checks. Further information is available at www.gov.uk/government/collections/dbs-filtering-guidance

Lambeth Council requires you to give details of all current (unspent) and 'spent' convictions or pending cases, cautions, bind-over orders, reprimands and final warnings (that are not eligible for filtering), including dates, the offence(s), sentences, and the court or police force which dealt with the offence.

Any offer of employment will be made on a conditional basis, subject to the relevant checks being carried out.

Failure to make a full and accurate declaration may result in withdrawal of a job offer or, if subsequently discovered, to disciplinary action and/or dismissal.

You are required to complete the following declarations:

Please tick boxes which apply to you and sign at foot of page.

I am applying for a post which is exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

- ☐ I **do not have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s).
- ☐ I **have** a criminal record, cautions, bind-over orders, reprimands and final warnings and/or pending prosecution(s). I am sending details under separate cover (see *note below).

- ☐ I **do not** appear on Independent Safeguarding Authority's (ISA) Children's Barred List.
- ☐ I **do** appear on Independent Safeguarding Authority's (ISA) Children's Barred List. I am sending details under separate cover (see *note below).

- ☐ I **am not** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order).
- ☐ I **am** disqualified from working with children or subject to sanctions imposed by a regulatory body e.g. the Department of Education (Prohibition Order). I am sending details under separate cover (see *note below).

- ☐ Please tick if you are disqualified under the Childcare (Disqualification) Regulations 2018 from working with children. If so, please send details under separate cover (see *note below).

***Note:** *If you are shortlisted for interview, you will be asked to provide details of any relevant criminal convictions, cautions, bind-over orders, reprimands, final warnings and/or pending prosecutions that are not 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 as amended. This will be requested in a confidential self-declaration form before interview. Please note that a criminal record will not necessarily prevent you from being appointed; the relevance of the information in relation to the post will be considered.* **Any information given will be kept confidential and will only be considered in relation to the job you are applying for.** Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school/council's privacy statement.

Signature: Date:

Please complete the enclosed suitability declaration form and return it with your application form.

H: REFERENCES

Please provide the following information for *at least two* referees covering the last 3 years. One of which must be your current or most recent Headteacher/Employer. If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used.

First Reference – from current or most recent employer

Referee's name:	**Job Title:**	**Capacity known:** ☐ **Current Manager** ☐ **Previous Manager** ☐ **Other** Please specify
Name and address of school/organisation:		
Telephone No:	**Email:**	

Second Reference – preferably from another employer

Referee's name:	**Job Title:**	**Capacity known:** ☐ **Current Manager** ☐ **Previous Manager** ☐ **Other** Please specify
Name and address of school/organisation:		
Telephone No:	**Email:**	

Further References – required if first two cover less than 3 years employment

Referee's name:	**Job Title:**	**Capacity known:** ☐ **Current Manager** ☐ **Previous Manager** ☐ **Other** Please specify
Name and address of school/organisation:		
Telephone No:	**Email:**	

Referee's name:	**Job Title:**	**Capacity known:** ☐ **Current Manager** ☐ **Previous Manager** ☐ **Other** Please specify
Name and address of school/organisation:		
Telephone No:	**Email:**	

Data Protection

The School/Council is a Data Controller and as such has a duty to explain to you what information is collected and why, and who if any, it is shared with under the General Data Protection Regulation 2018.

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/Council's Privacy Noticed attached 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 confirm that to the best of my knowledge the information given in this employment application form is true and correct and can be treated as part of a subsequent contract of employment.

I have read the Standard/Enhanced Check Privacy Policy for applicantshttps://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy **and I understand how DBS will process my personal data and the options available to me for submitting an application.**

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.

Signature: _____ **Date:** _____

Please Note: This Council is under a duty to protect public funds and to this end may use the information you have provided on this form within this Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. This may include the Council's participation in the National Fraud Initiative. Further information on how your information may be used can be found https://www.gov.uk/government/publications/fair-processing-national-fraud-initiative/fair-processing-level-3-full-text."

Privacy Notice

Any personal information that you provide to London Borough of Lambeth/School for the purpose of recruitment via electronic means or in hardcopy format must be true and correct. The information provided will be held and processed by the School/Lambeth Council for the purpose of recruitment and selection processes and in connection with any subsequent employment or placement. The information may also be used for Equalities Monitoring purposes, unless otherwise indicated.

Personal information that is collected via this application will be used in a confidential manner to help us monitor our recruitment process. Your information will be retained only for as long as is permitted by legislation and then destroyed. If you wish for your information to be removed from our system at any time, please notify us.

If your application is successful and you take up employment, the information will be used in the administration of your employment and to provide you with information about us and the recruitment process. We will also use the information if it is relevant to a complaint or legal challenge.

If necessary, we will check information collected, with third parties (i.e. references) or with other information held by us. We may also use or pass your information to certain third parties when required, to aid the prevention and detection of crime,(i.e. police) to protect public funds (i.e. National Fraud Initiative) or in other ways as permitted by law.

If any of the information that you provide to us is found to be untrue after appointment, you may be subject to disciplinary action and summary dismissal without notice.

ONLINE SEARCH

The employer reserves the right to conduct online background searches (including social media sites) on shortlisted candidates to support safeguarding and child protection requirements. These searches will also be carried out on appointed candidates

Equalities Monitoring Form

The following questions are for use in a self completion survey for HR and recruitment monitoring purposes only (self-declaration). These questions are only authorised for use by the HR and Recruitment teams.

This form is separated from the main application form and will not be provided to the short-listing panel. Answers will be treated in the strictest confidence. The information provided will only be used for monitoring purposes and to assist with improving our recruitment process to ensure we are reaching all sections of the community. Completion of this form has no connection to the evaluation of applications in any way.

Why are we asking for this information?
As part of our 'public sector equality duty' we must publish, monitor and evaluate our equality objectives and plans. In addition to our legal and statutory duties, Lambeth is committed to establishing best practice in inclusive employment and business practices and promoting diversity as a unique cultural asset. We are also committed to making the workplace fairer and more inclusive for everyone.

About You (Please put a X inside the box)

What is your sex?
Male ☐
Female ☐
Intersex ☐
Prefer not to say ☐

Do you identify as trans*?
Yes ☐
No ☐
Prefer not to say ☐
*Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth.

Which age group applies to you?
16-19 ☐
20-24 ☐
25-29 ☐
30-34 ☐
35-39 ☐
40-44 ☐
45-49 ☐
50-54 ☐
55-59 ☐
60-64 ☐
65-69 ☐
70-74 ☐
75-79 ☐
80-84 ☐
85 + ☐

Which best describes your Sexual orientation?

Heterosexual/ straight ☐
Gay/Lesbian ☐
Bisexual ☐
Other (please specify……) ☐
Prefer not to say ☐

Which of these best describes your religion?

Atheist ☐
Agnostic ☐
Buddhist ☐
Christian ☐
Hindu ☐
Jewish ☐
Muslim ☐
Sikh ☐
Other – please specify ☐
No religion ☐
Prefer not to say ☐

Do you consider yourself to have a disability or long term health condition?*

Yes ☐
No ☐

*We ask employees and prospective employees to make their own assessment of whether they consider themselves to meet either definition of disability. Lambeth recognises the broader, social model definition of disability in addition to the legal definition contained in the Equality Act 2010. A person has a disability under the Equality Act if they a) have a physical or mental impairment or b) the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.

What is your race / ethnic group?

Asian or Asian British

Asian or Asian British - Chinese ☐
Asian or Asian British - Bangladeshi ☐
Asian or Asian British - Indian ☐
Asian or Asian British - Pakistani ☐
Any other Asian background, write in……..

Black or Black British

Black or Black British - African ☐
Black or Black British - Caribbean ☐
Any other Black / African / Caribbean background, please write……..

Mixed / multiple ethnic groups

Asian or Asian British and white ☐
Black or Black British (African) and white ☐
Black or Black British (Caribbean) and white ☐
Any other Mixed / multiple ethnic background, please write…….

Other ethnic group

Arab or Arab British ☐

Latin American/ Latinx or Latin American and British ☐

Any other ethnic group please write……..

White

English / Welsh / Scottish / Northern Irish / British ☐