



CONFIDENTIAL

# TEACHER APPLICATION FORM

## LONDON DIOCESAN BOARD FOR SCHOOLS

Please return your completed form to [p.macmeikan@holytrinitynw1.camden.sch.uk](mailto:p.macmeikan@holytrinitynw1.camden.sch.uk)

Double click boxes to tick.

### SECTION 1: PERSONAL INFORMATION

Surname or family name		
Previous surnames (if applicable)		
Forenames		
Title		
Current Address		
Home telephone number		
Mobile telephone number		
Email address		
National Insurance Number		
DfE Reference Number (if applicable)		
Do you have qualified teacher status (QTS)? (if applicable)	Yes <input type="checkbox"/> Date awarded:	No <input type="checkbox"/>
Are you registered with the DfE as a qualified teacher? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a work permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Nationality		
Are you related to any member of the Governing Body, Local Authority elected member or official, or officer of the LDBS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details:		

## SECTION 2: TEACHING PREFERENCES

Preferred Local authorities eg Westminster, Richmond	
Primary Age Range (tick all that apply) Specialist subject (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/> EYFS <input type="checkbox"/> KS1 <input type="checkbox"/> KS2 (Y3/4) <input type="checkbox"/> KS2 (Y5/6) <input type="checkbox"/>
Secondary Main Subject Other Subject (s)	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION 3: CURRENT EMPLOYMENT (if applicable)

Name, address and telephone number of your current employer	
Type of employer (e.g. school, local authority, academy trust, charity)	
Job title	
Subjects/age groups taught/duties	
Date appointed to current post	
Current salary (including additions)	

## SECTION 4: PREVIOUS EMPLOYMENT

Please tell us about the jobs you have held (this may include voluntary/unpaid work and school placements) and provide an explanation for any gaps in employment. Please start with the most recent first.

From mm/yyyy	To mm/yyyy	Full/ part time/ voluntary	Name, address and contact number of employer	Type and size of school/college (if applicable)	Position held and salary	Reason for leaving employment


**SECTION 5: QUALIFICATIONS** - You will be required to provide evidence of any academic qualifications state where they are relevant to your appointment.

**UNIVERSITY DEGREE (Including PGCE / Teaching Qualification)**

Establishment	Full-time or part-time	Qualifications (indicate class and division)	Dates attended from (mm/yyyy)	Dates attended to (mm/yyyy)	Date of final exam/assessment (mm/yyyy)

**IN-SERVICE TRAINING / CPD (Please include both long and short courses over the last 3 years)**

Title	Organising Body	Number of days	From (mm/yyyy)	To (mm/yyyy)

**SECONDARY SCHOOL QUALIFICATIONS** - Please list all your A Level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grades for English and Maths and the total number of grades A\*- C.

<b>Establishment</b>	<b>A Level / GCSE / Equivalent (please state)</b>	<b>Grade</b>	<b>Dates attended from (mm/yyyy)</b>	<b>Dates attended to (mm/yyyy)</b>

Total Number of GCSE or equivalent Grades A\* - C

**SECTION 6: WORKING IN A CHURCH OF ENGLAND SCHOOL OR ACADEMY**

We welcome as teachers, and other members of staff, people of many faiths and beliefs. However, we do expect all staff to support the values, ethos and philosophy of a Christian school, in the tradition of the Church of England, and to make a positive contribution to the development of that Christian ethos.

We expect our school leaders to demonstrate a clear commitment to the Christian ethos.

If you are a practising member of a Christian Church, please give details:

Denomination:

Place of Worship:

Address:

Diocese (if applicable):

If possible please give the name of a parish priest or minister from whom a reference may be sought:

Name:

Address:

Email Address:

Telephone number:

**SECTION 7: SUPPORTING STATEMENT** – Please write a short statement telling us what attracts you to working in a Church of England School or Academy and what you can offer. Your application should be supported by a letter of not more than 3 sides of A4 (12pt), addressing the criteria in the person specification for this post.

**SECTION 8: REFERENCES** - Please give details of two referees, the first of which must be your current or most recent employer, your Headteacher or University tutor. References from relatives or friends will not be accepted. If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job. If you are not currently working with children but have done so in the past we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work).

<b>Referee 1</b>		<b>Referee 2</b>	
Name		Name	
Job Title		Job Title	
Address		Address	
Email Address		Email Address	
Tel no.		Tel no.	
Mobile no.		Mobile no.	
Relationship		Relationship	

**SECTION 9: DBS DECLARATION** - LDBS 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.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (ie filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) . The amendments to the Exceptions Order 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 using the following link.

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

Please ensure that you answer the following questions honestly as false statements or withholding relevant information will result in one of the following actions being taken:

- your application will be taken no further
- an offer of employment will be withdrawn
- disciplinary action leading to dismissal will be taken (if employment has commenced)

You are required to say whether 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).

<b>Do you have anything to declare in relation to the above ?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you ever been disqualified from working with children and /or included on the Children's Barred List (formerly list 99) or subject to sanctions imposed by a regulatory body eg DBS, GTC/NCTL?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes to either 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.

## SECTION 10: APPLICATION DECLARATION

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the Data Protection Act 1998 the information you give us will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information you have given on this application form. The information will be stored manually and electronically and disposed of after 12 months if your application is unsuccessful.

The school is under a duty to protect the public funds it administers, and to this end, **should the school employ you**, it may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

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 offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers' misconduct team or police if appropriate. 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.

<b>Date:</b>	<b>Signed</b> _____
--------------	---------------------

If applying online you will be asked to sign your application at interview.

Your application is for the LDBS Talent Pool and will be shared with schools with relevant vacancies. All information would be handled and transferred under the terms of the Data Protection Act 1998.

**SECTION 11: MONITORING SHEET**

**Part B – CONFIDENTIAL INFORMATION**

This section of the form will be removed before shortlisting.

- 1. Gender:
- 2. Date of Birth:
- 3. Cultural/ethnic origin:

4. Ethnicity form:

Choose one section from A-E and then tick the appropriate box to indicate your cultural background.

<p><b>A White</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> British</li><li><input type="checkbox"/> English</li><li><input type="checkbox"/> Scottish</li><li><input type="checkbox"/> Welsh</li><li><input type="checkbox"/> Irish</li><li><input type="checkbox"/> Any other White background, please write in:</li></ul>	<p><b>C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Indian</li><li><input type="checkbox"/> Pakistani</li><li><input type="checkbox"/> Bangladeshi</li><li><input type="checkbox"/> Any other Asian background, please write in:</li></ul>
<p><b>B Mixed</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> White and Black Caribbean</li><li><input type="checkbox"/> White and Black African</li><li><input type="checkbox"/> White and Asian</li><li><input type="checkbox"/> Any other Mixed background, please write in:</li></ul>	<p><b>D Black, Black British, Black English, Black Scottish, or Black Welsh</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Caribbean</li><li><input type="checkbox"/> African</li><li><input type="checkbox"/> Any other Black background, please write in:</li></ul>
	<p><b>E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Chinese</li><li><input type="checkbox"/> Any other background, please write in:</li></ul>