CONFIDENTIAL

LONDON DIOCESAN BOARD FOR SCHOOLS
SCHOOL STAFF APPLICATION FORM

Position Applied for	
School	

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** ☐ **Date awarded:**	**No** ☐
Are you registered with the DfE as a qualified teacher? (if applicable)	**Yes** ☐	**No** ☐
Are you eligible to work in the UK?	**Yes** ☐	**No** ☐
Do you need a work permit?	**Yes** ☐	**No** ☐
Nationality		

Are you related to any member of the Governing Body, Local Authority elected member or official, or officer of the LDBS?	**Yes** ☐	**No** ☐
If Yes, please give details:		

SECTION 2: CURRENT EMPLOYMENT	
Name, address and telephone number of your current employer	
Type of employer (e.g. school, local authority, academy trust, charity)	
If a school please state the type (e.g. Community, Aided, Foundation, Academy, Free School, Independent etc)	
Job title	
Subjects/age groups taught/duties	
Date appointed to current post	
Current salary (including additions)	

SECTION 3: PREVIOUS EMPLOYMENT

Please tell us about the jobs you have held (this may include voluntary/unpaid work) 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 4: QUALIFICATIONS - You will be required to provide evidence of any academic qualifications stated 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 (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

Establishment	A Level / GCSE / Equivalent (please state)	Grade	Dates attended from (mm/yyyy)	Dates attended to (mm/yyyy)
Total Number of GCSE or equivalent Grades A*- C				

SECTION 5: SUPPORTING STATEMENT – Your application should be supported by a letter of not more than 3 sides of A4 (Calibri 12pt), addressing the criteria in the person specification for this post.

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. 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 we would expect staff 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:

Please provide a short statement on why you are interested in working in a Church of England school or academy

SECTION 7: REFERENCES - Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher. 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).

Referee 1			**Referee 2**	
Name			Name	
Job Title			Job Title	
Address			Address	
Email Address			Email Address	
Tel no.			Tel no.	
Mobile no.			Mobile no.	
Relationship			Relationship	

SECTION 8: 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 (Amendment) (England and Wales) Order 2020 . 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 (Amendment) (England and Wales) Order 2020.

Do you have anything to declare in relation to the above ?	**Yes** ☐	**No** ☐
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?	**Yes** ☐	**No** ☐

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 9: DATA PROTECTION & 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 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 process this information in order to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- 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 have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.

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 party processes data on our behalf. These third parties include:

- The Disclosure and Barring Service 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 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 the European Economic Area.

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.

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 automated 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 offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to theteachers' 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.

Date:	**Signed** _____

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

If your application is not successful would you be happy for your application to be passed on to another LDBS school with a similar vacancy? All information would be handled and transferred under the terms of the General Data Protection Regulation 2018.

Yes ☐	**No** ☐

SECTION 10: MONITORING SHEET

Part B – CONFIDENTIAL INFORMATION

This section of the form will be removed before shortlisting.

1. Gender:

2. Date of Birth:

3. Ethnicity form:

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

A White

- ☐ English, Welsh, Scottish, Northern Irish or British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, please write in:

B Mixed or Multiple Ethnic Groups

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed or Multiple Ethnic background, please write in:

C Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, please write in:

D Black, African, Caribbean or Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other Black, African, Caribbean background, please write in

E Other ethnic group

- ☐ Arab
- ☐ Any other background, please write in

4. Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' if invited to interview, then please discuss this with the manager running the recruitment process.