

APPLICATION FORM

Teaching Staff

Name of Candidate	
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Application for the position of	
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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



For school use

Appointment Process

Action	Carried Out By	Date	Completed (please sign)
Appointed	Chair of Interview Panel Name _____		

Pay Scale	Point From Start Date	TLR Payments Awarded (if applicable)

Permanent Appointment	Temporary Appointment	NQT	Full Time/Part Time (inc fte/weeks per year/ days/ hours)	Start Date	End Date (temporary contact)

Staff Code	
Proof to work in UK	
Proof of address	
Proof of id	
Qualifications	
Teaching Qualifications	
Enhanced DBS with checks	
Prohibitions Check	
Section 128 Management Check	
EEA Regulating Authority Checks	
Overseas Check	
Reference 1	
Reference 2	
Entered on Central Record	
Entered on SIMS	
Entered on staff list	

**CONFIDENTIAL
APPLICATION FORM**

DETAILS OF ROLE APPLIED FOR

Application for the position of:

Full Time:

Part Time:

Job Share:

At:

VA School/Voluntary Academy

At which the Governing Body/Academy Trust Company is the employer of staff

In the Local Authority of:

In the Archdiocese/Diocese of:

Please state where (or how) you first learned of this vacancy:

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. An All Saints' Application Form
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

Please return your completed form to the Headteacher's PA at the school.

APPLICANT'S PERSONAL DETAILS

Surname		Title	
First Name(s)		Know as (if applicable)	
Any other previous names		Religious Denomination/Faith	

Current Address

If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period with dates:

Previous Addresses	Dates

Home Telephone No	
Mobile Telephone No	
Daytime Telephone no	
Email Address	
National Insurance Number	
DfE Teacher Reference No	
Do you have qualified teacher status (QTS)	
QTS Certificate No	
Date of qualification as a teacher	
Enhanced DBS Number	DBS Issue Date
Education Workforce Council (Wales only) or other Membership No	

DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

Are you presently employed?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please proceed to the next section.
Details of Present Post	
Role	[REDACTED]
At	[REDACTED]
Address	[REDACTED]
Telephone No	[REDACTED]
Local Authority	[REDACTED]
Archdiocese/Diocese	[REDACTED]
Permanent: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Full time: <input type="checkbox"/> Part time: <input type="checkbox"/> Job share: <input type="checkbox"/>	
Date of Appointment	[REDACTED]
Notice Required	[REDACTED]
If notice already given, date it is due to expire	[REDACTED]
Description of key duties/ responsibilities (including subject and key stages taught if applicable)	
Please provide the following information relating to present salary and scale: Salary scale (eg Main/Upper/Leadership): Group of School/Number on roll: Spine Point: Additional Allowances (including Inner/Outer/Fringe London): Gross annual salary:	

OTHER EMPLOYMENT/WORK EXPERIENCE

Please complete in chronological order, **starting with the most recent:**

Employment/Experience	Employer/Location	Responsibilities	Dates Month /Year		Reason for Leaving
			From	To	

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form **must** provide a complete chronology from the age of 16 – **please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.**

Dates (from – to)	Activity
-	
-	
-	

Please confirm whether you have ever been ordained and/or been a member of a religious community. Yes: No:

If yes, please provide details :

POST-11 EDUCATION AND TRAINING

Please complete in chronological order, **starting with the most recent**

Full name and address of establishment	Full time or part time	Dates Attended		Date of Award	Awarding Body & Registration No (if known)	Award
		From	To			
Post Graduate Qualifications						
(please state if you hold the Catholic Certificate of Religious Studies, equivalent)						
Higher Education Qualifications						
School/college Qualifications						

Continued Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (eg teaching courses, first aid, ICT etc).

Course Title	Course Provider	Length of Course	Dates From / To	Award/Grade Received (if applicable)
			-	
			-	
			-	

Safeguarding Training

Date of most recent safeguarding training, if relevant

PROFESSIONAL MEMBERSHIPS

Please list any relevant professional bodies of which you are a member:

INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

5. SUPPORTING STATEMENT

Please provide a written statement detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying.

REFERENCES

A referee who is a current or former employer should have full access to your personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

Schools/Colleges of a Religious Character are permitted, where recruiting for Teaching posts, to give preference to applicants who are Catholic. If you are a practising Catholic, you should nominate, as one of your referees, the Parish Priest of the parish where you regularly worship.

If you are a Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee) provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism. In requesting a Priest’s reference or baptismal information, it is not our intention to deter applicants and non Catholics are welcome to apply; please see the Notes to Applicants for further guidance.

It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.

Referee 1 – Headteacher of Present School or most recent employer

Title Name Designation

School/Company

Address

.....

Telephone Email

Referee 2 - Other Professional (where you are not currently employed with children, this must be your most recent school/college employer):

Title Name Designation

School/Company

Address

.....

Telephone Email

Referee 3 - Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional):

Title Name Designation

School/Company

Address

.....

Telephone Email

Please tick this box if you have enclosed a copy of your baptism certificate with this application form.

If you have not provided a Parish Priest's reference or copy of your baptism certificate but you are a Catholic, please enter the name and address of the Parish where you were baptised and the date of your baptism here:

Notes:

(i) We reserve the right to take up references with any previous employer. Please state here if you do not want us to do so at this stage and provide reasons.

(ii) If any of your referees knew you by another name, please specify that name(s) here:

Are you (or your spouse/civil partner/partner) related by marriage, blood or as a co-habitee to any member of the Governing Body/Academy Trust Company or any current employees of the Governing Body Academy Trust Company?

Yes: No:

If yes, please complete the following:

Name of Governing Body member/employee	Relationship to you

DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

The Governing Body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: No:

If yes, please provide details:-

By checking the box below I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99):

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly DBS Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box below you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service ("DBS"):

REHABILITATION OF OFFENDERS ACT 1974

If you have been convicted of a criminal offence the details must be disclosed on the separate document entitled "Rehabilitation of Offenders Act 1974 – Disclosure Form" together with any cautions or bind-overs, pending criminal convictions, criminal actions and/or court hearings against you. The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "confidential". If you do not have any convictions, please complete the relevant section in the Disclosure Form.

REQUEST FOR YOUR CONSENT TO PROCESS YOUR DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important Information Regarding Your Consent

1. We are All Saints Catholic High School, Granville Road, Sheffield S2 2RJ, a single Academy Trust and as such we the data controller.

2. Being a Catholic education provider we work closely with The Diocese of Hallam with whom we are required to share the information you provide on this application form.
3. The person responsible for data protection within our organisation is John Prosser and you can contact them with any questions relating to our handling of your data. You can contact them by email - dpo@allsaintsleraning.co.uk
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.
10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting our Data Protection Officer by email –. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

Request For Your Consent

Please ensure that you have read paragraphs 1-10 above and raised any relevant questions before providing your consent below.

- I confirm that I have read and understood paragraphs 1-12 above and that I have been offered the opportunity to raise any relevant questions: YES NO [Tick applicable box].
- Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-12 above .
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above:
Yes No [Tick as applicable].

¹ Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...”

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 18 of the Notes to Applicants. By checking the below box you hereby confirm that you are legally entitled to work in the United Kingdom and that you will provide documentary evidence of such entitlement when requested:

IMMIGRATION ACT 2016

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

DECLARATION

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults

Signature:

Date:

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which is available on the CES website <http://www.catholiceducation.org.uk>).

Additional Pages

Name:

Date of Birth:

Position applied for:



MODEL RECRUITMENT MONITORING INFORMATION FORM

The information provided by you will be used for monitoring and statistical purposes only and will not supplement or form part of your application, the selection criteria used or the selection process generally.

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation

Post title:	Date of birth:
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Gender Male Female

COUNTRY OF BIRTH

My country of birth is:

ETHNIC ORIGIN

I would describe my ethnic origin as:

White	Asian, Asian British, Asian English, Asian Scottish or Asian Welsh
British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background (please specify)	Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background (please specify)
Black, Black British, Black English, Black Scottish or Black Welsh	Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh
African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background (please specify)	Chinese <input type="checkbox"/> Any other Chinese background (please specify)
Mixed	Other ethnic group
White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other Mixed background (please specify)	Other ethnic group (please specify)

RELIGION

I would describe my religion as:

None	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Catholic	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian (including Church of England, Protestant/all other Christian denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
		Any other	<input type="checkbox"/>

DISABILITY

The legal definition of disability is 'a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities'. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of? Yes:
No:

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature:

Date:

Model Rehabilitation of Offenders Act 1974 – Disclosure Form

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant All Saints' Application Form.

Where you are making an application in writing, this form must be completed and sent in a separate, sealed envelope marked "confidential" and returned with your completed Application Form and any other supplementary or supporting documents.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure. **This means that you must disclose spent and unspent convictions on this form other than those which are so "protected". This may include any driving offences. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to dismissal if it is subsequently discovered that you have had any criminal convictions. It is a criminal offence to apply for a position working with children if you are excluded from doing so.

Failure to complete this form may render your application invalid.

Full Name:
Date of Birth:
Post Applied for:

Please check the appropriate box to indicate 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):

No:
Yes:

If you have answered yes to the question above, please set out the details below:-

Date of Conviction/pending Hearing/Caution/Reprimand/Warning	Offence	Sentence	Details of Police/Court involved

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE :
DATE :

YOUR PERSONAL DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we will collect and process the data we have asked you to provide on this disclosure form. Please see the privacy statement below.

Privacy Notice: Important Information Regarding Your Data

1. We are All Saints Catholic High School, Granville Road, Sheffield S2 2RJ, a single Academy Trust and as such we the data controller.
2. To the extent that you have disclosed any criminal record information on this form, your information may be shared with OFSTED and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with the Diocese of Hallam with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is John Prosser and you can contact him with any questions relating to our handling of your data by email - dpo@allsaintslearning.co.uk
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
6. We require you to complete this form regarding criminal record disclosure as the information is needed in order to comply with our legal obligation to safeguard and protect children from harm.

7. If your application is successful and you have disclosed criminal record information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED and/or the LADO and any other appropriate third party.²
8. If you are unsuccessful and you have disclosed criminal record information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED and/or the LADO and any other appropriate third party.³
9. If you are unsuccessful and you have not disclosed criminal record information on this form, this form shall be destroyed after a maximum period of 6 months.
10. If you fail to complete this form we will not be able to comply with our legal duty to safeguard children and cannot therefore continue to process your employment application or offer you a position within our organisation.
11. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting our Data Protection Officer, John Prosser by email - dpo@allsaintslearning.co.uk. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

² See paragraph 2.

³ Ibid