

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)

Name	
Post	
Start Date	
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:

School/ 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. Consent to obtain references 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	

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	
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	<div></div>	
Role	<div></div>	
Names of Employer	<div></div>	
Name of School/Academy	<div></div>	
Address	<div></div>	
Telephone No	<div></div>	
Local Authority	<div></div>	
Archdiocese/Diocese	<div></div>	
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	<div></div>	<div></div>
Notice Required	<div></div>	<div></div>
If notice already given, date it is due to expire	<div></div>	<div></div>
Reason for Leaving	<div></div>	
Description of key duties/ responsibilities (including subject and key stages taught if applicable)		
<p>Please provide the following information relating to present salary and scale:</p> <p>Salary scale (eg Main/Upper/Leadership):</p> <p>Group of School/Number on roll:</p> <p>Spine Point:</p> <p>Additional Allowances (including Inner/Outer/Fringe London):</p> <p>Gross annual salary:</p>		

APPLICANT'S EMPLOYMENT HISTORY AND PROFESSIONAL EXPERIENCE

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

[illegible]

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
-	
-	
-	

If you have ever been ordained and/or been a member of a religious community please provide details here :

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 Month/Year		Date of Award	Awarding Body & Registration No (if known)	Award & Classification
		From	To			
Post Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies, or 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.

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

Safeguarding Training

Please provide details of your most recent safeguarding training.

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 of no more than 1,300 words 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 the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools/Academies/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, your Parish Priest/the 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 consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies.

Plases advise here if you do not want us to take up references at this stage and provide reasons.

Referees will be asked for information about :

- al disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

Referee 1 –Present School/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 prior to your current employer):

Title Name Designation

School/Company

Address

.....

Telephone Email

Referee 3 - Parish Priest/Priest of the Parish where you regularly worship (if applicable):

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 nominated your Parish Priest's as a referee and you have not provided a copy of your baptism certificate, please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse/civil partner/partner are related by marriage, blood or as a co-habitee to any member of the Governing Body/Academy Trust Company/Multi Academy Trust Company or any current employee(s) of the Governing Body/Academy Trust Company/Multi Academy Trust Company please provide the relevant details here:

Name of Governing Body/Academy Trust Company/Multi Academy Trust Company/Employee(s)	Relationship to you

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

The Governing Body/Academy Trust Company/Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have 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:-

It is an offence to knowingly apply for, offer to do, accept or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition

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") 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 consent to a DBS Check(s) being made: ☐

REHABILITATION OF OFFENDERS ACT 1974

If 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), then the details of those must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of 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 if we consider it is necessary in order to fulfil our functions.
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. 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 paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our air processing notice and data protection policies.
11. If you wish 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 Commissioner's Office via their website at: www.ico.org.uk

Request For Your Consent

Please ensure that you have read paragraphs 1-11 above and raised any relevant questions before providing your consent below.

- I confirm that I have read and understood paragraphs 1-11 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 1-11 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 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 the Notes to Applicants. By checking the box below 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. Please note that checks may be carried out in order to verify the information you have included.

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) 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>), if you are shortlisted.)

