

CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK

TEACHING STAFF APPLICATION



CONFIDENTIAL

Name of School: **St Mary's C of E Primary School**

Closing date for completed form:
As detailed on the advertisement and school website.

Return form by email to **bursar@stmarysprimary.org**
 Or by post to:
 Sue Duff, Bursar
 St Mary's CofE Primary School
 Silkham Road
 Oxted, Surrey RH8 ONP to whom all queries should be addressed.

Please state where you saw the advertisement for this post:

Applicant's Personal Details:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Title:	First Name(s):	Surname:
If you have previously been known by another name, please specify:		Date of Birth ¹ :
Permanent Address:		Please only include contact numbers or email addresses that you are happy for us to use. Daytime tel no: Evening tel no: Email address:
National Insurance no:		

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

Teacher Status:			
Teacher (DfE) Registration number:			
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?	YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
	QTS/ QTLS date awarded:		
Do you have documentation to prove you are authorised to work in the UK? (Failure to produce this documentation when requested may result in the school being unable to pursue your application)	YES	NO	If no, please specify your circumstances below:
Are there any restrictions on your residence or employment in the UK?	YES	NO	If yes, please give details:

Details of Present or Most Recent Teaching Appointment:						
Post Held						
Responsibilities Held (If Applicable)						
Dates Employed From and To (Month/Year)						
School Name and Address						
Pupils	Number on Roll:		Age Range:		Gender / Mixed:	
Name of Local Authority (If Applicable)			Type of School (College/ Community, Academy,, Independent etc)			
Salary Details	Scale, e.g. Main Scale:				Salary Point:	
	Annual Salary (if part-time, specify the FTE):					£
	Additional allowances (state type and annual value):					
	Total annual salary (if you are part-time, specify FTE):				£	
Reason for Leaving						

Previous Teaching Appointments:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on pages 5-6. Please use a continuation sheet if necessary.

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
1.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
2.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
3.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

4.	Employer Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

Other Employment:

Please give details of any **other periods of employment** you have undertaken which you have not included on page 4, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Education and Academic Qualifications:

School/college/university	From	To	Subjects/Qualifications/ Grades /Honours, dates awarded and awarding body
Secondary (pre 16)			
Secondary (post 16)			
Higher Education			
Further postgraduate qualifications (including PGCE)			
Vocational Qualifications			

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Religious Affiliation:

Details of your qualifications and experience which you feel are especially relevant to teaching in a Church of England school, not included in your supporting statement. Where appropriate, please include details of a Christian or other faith commitment and any centre of worship you regularly attend.

Supporting Statement

You are invited to provide further information in support of your application. Please write this on a separate sheet. Please refer to the person specification and job description for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities.

Professional References:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the relevant governing body (or alternatively this can be the CEO of a multi-academy trust).
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.

Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications. .

Name:

Occupation:

Address:

TEL. NO:

EMAIL:

Please state the context in which this person is known to yourself:

Name:

Occupation:

Address:

TEL. NO:

EMAIL:

POSITION HELD:

Please state the context in which this person is known to yourself:

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You are also required to disclose any pending criminal proceedings against you or current police investigations, including those relating to other employment or matters outside work. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

* *Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

Please answer the following questions:

Do you have any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) **and/or** are you the subject of a current police investigation or have criminal proceedings pending against you?

YES/NO

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body, e.g. Teaching Regulation Agency (or its predecessor bodies)?

YES/NO

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Are you currently registered with the DBS Update Service?

YES/NO

If YES, please provide the information below. If NO, please proceed to the next section.

DBS Registration Number		Annual Registration Renewal Date	
Level of check obtained at point of registration? (<i>select one</i>)	STANDARD / ENHANCED		
Which workforce was your check requested for at point of registration? (<i>select one</i>)	CHILDREN / ADULT / ADULT & CHILDREN / OTHER		

Declaration: By signing this application form and providing the information above I understand that I am authorising the school to consult the DBS Update Service in the context of its recruitment and safeguarding procedures and agree to provide the relevant disclosure certificate to facilitate this process.

Applicants from outside the UK

Applicants from outside the UK need to provide an overseas criminal records check and/ or certificate of good character from their home country.

I can provide this information.	Yes		No		
Are you eligible to work in the UK?	Yes		No		
Do you require a work permit?	Yes		No		
National Insurance number (LLNNNNNNL L=Letter, N=Number)					
Do you require a sponsorship certificate?	Yes		No		
If yes, please give the following:	Sponsorship TIER:		No:		Expiry Date;

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work upon appointment.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Declaration of Relationships:

Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the local authority or a member of staff or governor of the school?

YES / NO

If YES, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification.

Retention of Application Forms: As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO):

YES	NO

Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion is **optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male Prefer to self-describe :

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	
Caribbean	
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	
Any other ethnic group (specify if you wish):	

Ref No. (For Office Use Only)

Notes to applicants

- Before signing this form please check that every section has been completed.
- The form should be returned as instructed in the details of the post.

You are reminded that this is an application form for a post in a Church of England Voluntary Aided school in which the Governing Body is the employer. If you are appointed the Contract you will be asked to sign will include the following clause

- As a teacher in a Church of England school you are required to have regard to the Christian character of the school and its Foundation and to undertake not to do anything in any way contrary to the interests of the Foundation.
 - You are required to give and/or supervise the giving of religious education in accordance with the doctrines of the Church of England and Trust Deed of the School. You are required to take part in and lead acts of religious worship.
- The successful applicant will be required to provide an Enhanced Disclosure from the DBS.