



Teaching Staff Application Form

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You will find more information on how we use your personal data in our privacy notice for job applicants.

VACANCY INFORMATION

Application for the post of:	
What date are you available to begin a new post?	
Where did you first hear about this job?	

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Finchley Catholic High School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice.

Do you have a DBS certificate?:

Yes

No

Date of check:

If you have lived or worked outside of the UK in the last 5 years, we may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you have lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check.
- The length of time you have spent in or out of the UK.

RIGHT TO WORK IN THE UK

We will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application form at the end, you agree to provide such evidence when requested.

1. Instructions

Please complete all sections of this form using **black ink** or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full. Please note CVs are not accepted.

Please return your application together with a supporting statement for the attention of Niamh Arnull, by email to: info@finchleycatholic.org.uk

2. Personal details

2.1 PERSONAL DETAILS

First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

2.2 CONTACT DETAILS

Address	
Postcode	
Home phone	
Mobile phone	
Email address	

2.3 DISABILITY AND ACCESSIBILITY

Finchley Catholic High School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make reasonable adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

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2.4 TEACHING POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

- Yes
 No

If yes, please state on what basis:

- UK citizen
 EU settled status
 Skilled worker visa
 Graduate visa
 Youth mobility visa
 Other – please provide full details in the box below

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2.5 TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- Yes
 No

If yes, please give details, including countries and relevant dates:

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2.6 RELATIONSHIP TO FINCHLEY CATHOLIC HIGH SCHOOL

Please list any personal relationships that exist between you and any of the following members of our school community:

Governor(s)	
Staff	

Are you the parent or relative of a child at our school? If so please give details below

Name of student(s)	
Year and forms(s)	

3. Employment

3.1 DETAILS OF PRESENT EMPLOYMENT

Are you presently employed?
If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school/academy (if different):

Address:

Telephone number:

Local Authority:

Archdiocese/Diocese:

Permanent/Temporary:

Full time/Part time/Job share:

Date of appointment:

Notice required:

If notice already given, date it is due to expire:

Reason for leaving:

Salary scale:
(e.g. main/upper/leadership)

Group of school/number on role:

Spine point:

Additional allowances:
(including inner/outer/fringe London)

Gross annual salary:

3.2 EMPLOYMENT HISTORY (SCHOOLS)

Please complete in chronological order starting with the most recent:

Job Title			
Employer details (name, address, email and/or telephone)			
Dates employed			
Age range taught	No. on roll	Permanent or temporary	Part- time or full- time
Reason for leaving			
Description of responsibilities			

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Please attach any further records if required

3.3 PREVIOUS EMPLOYMENT OUTSIDE OF SCHOOLS (IF APPLICABLE)

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving

3.4 EMPLOYMENT GAPS

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 18. 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.

Start date	End date	Reason for employment gap

4. Education and training

4.1 QUALIFICATIONS

Please complete in chronological order, starting with the most recent

4.1.1 DESIRABLE QUALIFICATIONS:

Award and Classification	Full name and address of establishment	Dates attended month/year to/from	Date of award	Awarding body and registration number (if known)
Catholic Certificate of Religious Studies (or, if equivalent please state)				

4.1.2 OTHER POST-GRADUATE QUALIFICATIONS:

Award and Classification	Full name and address of establishment	Dates attended month/year to/from	Date of award	Awarding body and registration number (if known)

4.1.3 HIGHER EDUCATION QUALIFICATIONS:

Award and Classification	Full name and address of establishment	Dates attended month/year to/from	Date of award	Awarding body and registration number (if known)

4.1.4 SCHOOL / COLLEGE QUALIFICATIONS:

Award and Classification	Full name and address of establishment	Dates attended month/year to/from	Date of award	Awarding body and registration number (if known)

4.2 TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application

Course dates	Length of course	Course title	Qualification obtained	Course provider

4.3 PROFESSIONAL MEMBERSHIPS

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

4.4 TEACHER STATUS

DFE Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

5. Supporting Letter of Application

Please provide an accompanying letter of **no more than two sides of A4** 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 applicable to the post.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

6. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

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.

Referees will also be asked for information about:

- all 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.

In accordance with Keeping Children Safe in Education 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.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. Please advise if you do not want us to take up references at this stage and provide reasons.

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

6.1 Present School/Employer:

NAME	ROLE	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS

6.2 Second Professional Reference:

NAME	ROLE	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS

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 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 full 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 order.

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 you consent to a DBS Check(s) being made:

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 form 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 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 will be provided to you before interview if you are shortlisted).