



CONFIDENTIAL

# LONDON DIOCESAN BOARD FOR SCHOOLS TEACHING STAFF APPLICATION

(including Heads and Leadership posts)

APPLICATION FORM FOR \_\_\_\_\_  
(Post)

at \_\_\_\_\_ Voluntary Aided  
(Name of School)

Church of England School in \_\_\_\_\_ Local Authority

## Part A – 1. APPLICANT'S PERSONAL DETAILS

SURNAME:

TITLE (Mr, Mrs, Ms etc.)

FORENAMES:

PREVIOUS NAME(S) (if applicable):

PERMANENT ADDRESS:

TEMPORARY ADDRESS:

WORK TELEPHONE:

HOME TELEPHONE:

MOBILE NUMBER:

EMAIL:

Do you hold QTS?  Yes  No

Teacher Reference Number:

Date awarded:

Are there any restrictions on your being resident or being employed in the UK?

Yes

No

**2. EDUCATION AND TRAINING**

NAME OF INSTITUTE AND ADDRESS	FROM	TO	EXAMINATIONS PASSED WITH GRADES
Secondary School or College:			GCSE or equivalent:  A Levels or equivalent:
University or College:			Main subject(s):  Degree and date awarded:  Class of degree:  Full time/Part time:
PGCE Institute attended:			Date awarded:
Post Graduate Study:			Qualification:  Date awarded:
NPQH			Date awarded:

**3. INSERVICE TRAINING/PROFESSIONAL DEVELOPMENT**

## LONG COURSES OVER 3 DAYS ATTENDED IN THE LAST 3 YEARS

TITLE	ORGANISING BODY	FROM	TO

## SHORT COURSES (1-2 days) ATTENDED IN THE LAST 2 YEARS

TITLE	ORGANISING BODY	FROM	TO

**4. EMPLOYMENT RECORD (Please list current employment first. Include all areas of responsibility with dates)**

Name and address of school or academy	Local Authority	Number on roll	Age range of school	Job Title and scale	Full/Part Time	Dates	
						From	To

**5. EMPLOYMENT OTHER THAN TEACHING**

NAME OF ORGANISATION	JOB TITLE	FROM	TO

**6. CURRENT SALARY**

BASIC ANNUAL SALARY (please indicate spine point):

ADDITIONS (please give allowances, TLRs, London weighting etc.):

TOTAL SALARY:

**7. PROFESSIONAL REFERENCES**

Please give the names of two referees who can vouch for your professional work, one of whom should be your present Headteacher. Candidates for Headship are advised to seek a reference from their Local Authority.

i) Name:

Position:

Address:

Telephone number:

Email address (where possible):

ii) Name:

Position:

Address:

Telephone number:

Email address (where possible):

## 8. SUPPORTING STATEMENT

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

## 9. LEADING AND TEACHING 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:

Telephone number:

Please add a brief statement here in support of your application to this Church of England school:

**Part B – CONFIDENTIAL INFORMATION**

This section of the form will be removed before shortlisting.

1. Gender:

2. Date of Birth:

3. Cultural/ethnic origin:

4. Ethnicity form:

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

**A White**

- British  
 English  
 Scottish  
 Welsh  
 Other, please write in  
 Irish  
 Any other White background, please write in

**B Mixed**

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background, please write in

**C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh**

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

**D Black, Black British, Black English, Black Scottish, or Black Welsh**

- Caribbean  
 African  
 Any other Black background, please write in

**E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group**

- Chinese  
 Any other background, please write in

5. Criminal History

The position you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you ever been convicted of any offence or “bound-over” or given a caution?  Yes  
 No

If yes, 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 a CRB Disclosure at the appropriate level.

6. Work Status

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document\* showing my entitlement to work in this country.

\*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

7. Other information

Are you related to any member of the governing body, LA elected member, senior LA official or officer of LDBS?

Yes

No

If yes, please give details:

You are reminded that any canvassing, direct or indirect, will disqualify candidates.

Successful candidates may be required to produce their birth certificate and original proof of qualifications and undergo medical examination.

**Declaration**

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that willful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I am not subject to any sanction imposed by the General Teaching Council.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Signature\_\_\_\_\_

Date\_\_\_\_\_

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**Please note:** this form cannot be saved unless you print it to your desktop printer [paper copy] or **if you want a hard copy** you can print it to a pdf writer or microsoft image writer [i.e. go to: file - print - printer name - select "Microsoft Office Image Writer or Adobe pdf" - OK - which will save to your directory].