



# St Joseph's College

Beulah Hill, London SE19 3HL

An Equal Opportunity Employer



## APPLICATION FORM FOR TEACHING POSTS - CONFIDENTIAL

### Information for Applicants:

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**.

If sending by email please type your name in the title of the document name

Please return this completed form to: [psmith@sjc.ac](mailto:psmith@sjc.ac)

or The Headteacher, St. Joseph's College, Beulah Hill, London SE19 3HL

Please **do not** return any completed application forms and/ or supplementary documents to the Catholic Education Service. Please return all completed application forms and/ or supplementary documents to the school/ college/ academy/ multi-academy trust company where the positions applied for is based, or as instructed in the details of the post.

### Safeguarding Statement:

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

### Details of Post Applied For:

Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work, if successful	

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT. IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED**

### Personal Details:

Title		First Name(s)	
Surname		Date of Birth <sup>1</sup>	
If you have previously been known by another name, please specify:			
Full Time	Part Time	Job Share	

<sup>1</sup> St Joseph's College 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").

Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		
National Insurance Number			
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:
The Governing Board/Trust will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006	YES	NO	Please circle as appropriate
	<b>I hereby confirm that I am legally entitled to work in the UK and that I will provide documentary evidence of this entitlement when requested</b>		

<b>Education and Qualifications:</b>			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University) from KS4 onwards	Dates Attended		Details of All Courses/Subjects Taken and Examinations Results/Award/ Grades  Please list from KS4 onwards Subjects and grades awarded
	From (Month/Year)	To (Month/Year)	


**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)	

**Details of Present or Most Recent Teaching Appointment:**

Current School/ College Name and Address: (or most recent)							
Post Held							
Brief Description of your duties and any Responsibilities Held (If Applicable)							
Dates Employed From and To (Month/Year)							
Pupils	Number on Roll:		Age Range:		Gender / Mixed:		
Name of Local Authority (If Applicable)				Type of Education (Community, Aided, Independent etc)			
Salary Details	Pay Range (e.g. Main Pay Range, Leadership Pay Spine):						
	Annual salary (if part-time, specify the FTE):			£			
	Additional allowances (state type and annual value):						
	Total annual salary including allowances (if you are part-time, specify FTE) :			£			
Reason for Leaving							

### Previous Teaching Appointments:

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

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 i Please use a continuation sheet if necessary.

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
1.	School 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):	Total Salary in Allowances:	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
2.	School 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):	Total Salary in Allowances:	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
3.	School 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):	Total Salary in Allowances:	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
4.	School 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):	Total Salary in Allowances:	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

#### Other Employment/ Work Experience:

Please give details of any **other periods of employment** you have undertaken which you have not included above in chronological order, 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:**

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.

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

### Statement of Application:

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 applicable to the post. Please refer to the person specification 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.

**Referees:**

- 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.**
- 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 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 Governing Body.
- 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 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.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

**Reasonable Adjustments to the Shortlisting Process:**

The College 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.

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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:**

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. St Joseph's College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those that would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed on its own merits.

An offer of employment is conditional upon St Joseph's College receiving an Enhanced Disclosure from the DBS which the College considers to be satisfactory. If you are successful in your application, you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service (a copy of which is available from the college on request).

**Please answer the following questions:**

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes	No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes	No
Is there any relevant court action pending against you?	Yes	No
Have you ever received a caution, reprimand or final warning from the Police?	Yes	No
Has the Secretary of State for Education or the Secretary of State for Health ever issued you with a personal warning or caused your name to be included on the Barred List (List 99) as unsuitable to work with children?	Yes	No

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

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

<b>Are you currently registered with the DBS Update Service (<i>service only available from 17.06.13</i>)?</b>	YES/NO
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**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 college 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.

**RELIGIOUS AFFILIATION** (To be answered as appropriate by all applicants)

Are you a practising member of the Roman Catholic Church?	Yes	No
If so, please give the name and address of a Priest to whom we can write to confirm this:		

If not, are you a practising member of another denomination or religion?	Yes	No
Do you hold the Catholic Teachers' Certificate of Religious Studies or any similar qualifications?	Yes	No

<b>Declaration of Relationships:</b>	
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, governor or Trustee of the college?	YES / NO
If YES, please provide below his/her name and role, and state your relationship:	

<b>General Data Protection Regulation and Data Protection Act 2018:</b>
<p>The personal information submitted by you on this application form and in any accompanying documents will be used by the college and any other person it appoints to assist, for the purpose of appointing to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the college against a legal challenge to the fairness of the selection process from any interested party.</p> <p>If you are successful, all the data gathered in the recruitment process will be transferred to your personal file and retained during the time of your employment.</p> <p>If you are unsuccessful, we will destroy all the recruitment and selection data about you after a maximum period of 6 months. The only exception to this would occur were we to fill a post with a migrant worker, in which case, we will retain unsuccessful recruitment paperwork for the duration of the employment of the migrant worker. This is a statutory requirement under UKVA legislation.</p> <p>The information supplied by you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.</p> <p>Our Recruitment Privacy Notice has more information about how we use your data in the recruitment process.</p> <p>I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described. The college is under a duty to protect the public funds and may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.</p> <p><b>Please sign the statement below indicating your consent to the information being held, used and verified as described above.</b></p> <p><b>If you decline to give your consent as requested above the college will be unable to consider your application for employment.</b></p> <p>I declare that to the best of my knowledge all parts of this form, attachments and additional sheets provided by me have been completed fully and are accurate. If I am appointed to the post, I understand that any major omission or</p>

inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

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 summarily dismissed. You may also be reported to the Teaching Regulation Agency (TRA) and/or the Police, if appropriate.

I acknowledge that it is my responsibility, 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 groups.

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By checking this box, I hereby confirm that I am not prohibited from management.

By checking this box, I hereby confirm that I am not prohibited from teaching.

I understand that if I am appointed to the post, the College /Academy will carry out a prohibition check and if it is discovered that I am prohibited then the offer of employment will be withdrawn.

By checking this box, I hereby confirm that, to the best of my knowledge, all parts of this form, attachments and additional sheets provided by me have been completed accurately and fully. If I am appointed to the post I understand that any major omission or inaccurate information relevant to my application could lead to the withdrawal of an offer of employment or even dismissal.

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 summarily dismissed. You may also be reported to the Teaching Regulation Agency (TRA) and/or the Police, if appropriate.

I acknowledge that it is my responsibility, 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 groups.

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.

**Retention of Application Forms:** It is the College's 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. If you **do not** wish us to use your application form in this way, please tick this box

## Equality Monitoring Form

The College aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the College's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, 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.** 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

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

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

**Ethnicity:** Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	
Indian	
Pakistani	
Any other Asian background (specify if you wish):	
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	
Caribbean	
Any other Black background (specify if you wish):	

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	
Any other ethnic background (specify if you wish):	
Mixed:	
White and Asian	
White and Black African	
White and Black Caribbean	
White and Chinese	
Any other Mixed background (specify if you wish):	

White:			
British		Scottish	
English		Welsh	
Irish		Any other White background (specify if you wish):	

