

CHURCH OF ENGLAND - DIOCESE OF SOUTHWARK

LEADERSHIP POST APPLICATION

SENCo

SOUTHWARK DIOCESAN



BOARD of
EDUCATION

CONFIDENTIAL

NAME OF SCHOOL: **Christ Church CE Primary School**
Batten Street, London SW11 2TH

Closing date for completed form: **18 March 2020 at 4:00pm**

Return form to: tmchardy@christchurch.wandsworth.sch.uk

T McHardy
Human Resource Manager
Christ Church CE Primary School
Batten Street
London
SW11 2TH

to whom all queries should be addressed

Please state where you
saw the advertisement
for this post:

- ☐ Wandsworth JVL/Website
☐ TES Websie
☐ SDBE Notification
☐ Local Newspaper
☐ Internal Vacancy
☐ Other (please state)

I APPLICANT'S PERSONAL DETAILS

TITLE: ☐ Mr ☐ Mrs ☐ Miss
☐ Ms ☐ Other

FIRST NAME:

SURNAME:

PREVIOUS NAMES:

PERMANENT ADDRESS:

WORK TEL NO:

HOME TEL NO:

MOBILE PHONE NO:

EMAIL ADDRESS:

MAY WE TELEPHONE YOU AT WORK? ☐ Yes
☐ No

TEACHER REFERENCE NO:

NATIONAL INSURANCE NO:

2 TEACHER STATUS

Do you have Qualified Teacher Status? , ☐ Yes ☐ No please give date of recognition:

Are there any restrictions on your residence or employment in the UK? ☐ Yes ☐ No If Yes, please give details

Do you have documentation to prove you are authorised to work in the UK? ? ☐ Yes ☐ No
(Failure to produce this documentation when requested may result in the School being unable to pursue your application)

3 SUPPORTING STATEMENT

Please continue on a separate sheet(s) if required.

This section is essential and failure to complete this section may render your application invalid.

Having read the job description and person specification, please say why you feel you are suitable for this post, addressing each of the person specification criteria required and any additional information which you think would be useful to this post.

4 PRESENT OR MOST RECENT EMPLOYMENT

NAME OF SCHOOL AND EMPLOYER:		SCHOOL ADDRESS:	
		LEA AREA:	
TYPE & STATUS OF ESTABLISHMENT:	AGE RANGE:	NUMBER OF PUPILS:	
POST HELD:	DATES OF APPOINTMENT:	SCALE POINT AND PRESENT ANNUAL SALARY (incl allowances):	
		Please specify in £ per annum £	

5 PREVIOUS EMPLOYMENT (start with most recent – please explain any gaps in employment and complete all columns)

School, college or other employer	Type & status of establishment	Age range and roll (approx)	Title of post (include special responsibilities)	Dates of employment and reason(s) for leaving

6 EDUCATION AND ACADEMIC QUALIFICATIONS

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

7 IN-SERVICE TRAINING UNDERTAKEN DURING THE PAST 3 YEARS RELEVANT TO THIS APPLICATION

Course title	Provider	Dates & duration of course	Award (if any)

8 OTHER PAID/UNPAID WORK EXPERIENCE (please explain any gaps in employment)

Employer	From	To	Nature of Occupation and reasons for leaving

9 DETAILS OF OTHER ACTIVITIES, SKILLS AND INTERESTS RELEVANT TO THIS POST

10 RELIGIOUS AFFILIATION

Are you an Anglican communicant? ☐ YES ☐ NO

(Answering 'No' will not disqualify you from being selected for interview)

Are you a regular worshipper within the Anglican Church? ☐ YES ☐ NO

Give details of membership of any other Christian denomination:

Which Centre of Worship do you regularly attend?

NAME OF PRIEST, MINISTER etc:

ADDRESS:

POSTCODE

EMAIL:

TEL. NO:

We will apply to the above-named person for a reference in support of your application to teach in this Church of England school. Alternatively, please give below details of another person willing to provide such a reference for you:

NAME:

STATUS:

ADDRESS:

POSTCODE

EMAIL:

TEL. NO:

Context in which you are known to the above:

Details of your qualifications and experience which you feel are especially relevant to leading in a Church of England school:

II PROFESSIONAL REFERENCES - please supply the names and addresses of two persons willing to provide references. One should be from your current Headteacher. If you are not currently working with children, a reference from the employer by whom you were most recently employed to work with children will be required. References will not be accepted from relatives or people writing solely in the capacity of friends.

NAME:

ADDRESS:

POSTCODE

WORK EMAIL:

TEL. NO:

HOME EMAIL: (only provide if a work email is not available)

POSITION HELD:

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

NAME:

ADDRESS:

POSTCODE

WORK EMAIL:

TEL. NO:

HOME EMAIL: (only provide if a work email is not available)

POSITION HELD:

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

12 DECLARATION BY APPLICANT

DISCLOSURE OF CRIMINAL CONVICTIONS

12A: DISCLOSURE OF CRIMINAL CONVICTIONS

Further to the recent changes (May 2013) to the Disclosure and Barring Service, cautions and convictions on the Criminal Record Check will be filtered according to the criteria below. Please disclose all cautions and convictions that fall within these categories:

- Cautions relating to an offence from a list agreed by Parliament - see <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a list agreed by Parliament - See website above
- Where the individual has more than one conviction, include all convictions
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)

Please note that these are the criteria by which the Disclosure and Barring Service will disclose information about your criminal history should you be offered the position. As a responsible employer, we will be assessing the accuracy of information disclosed within the application with what is returned on the completed DBS check. As such, any false information or failure to disclose information held on the DBS check at application stage may result in dismissal. Failure to understand the filtering criteria will grant no protection from dismissal.

CONVICTIONS: Please list any convictions.

CAUTIONS: Please list any Cautions

ALLEGATIONS: Please list any allegations made against you and the outcome to these

12B: KEEPING CHILDREN SAFE IN EDUCATION – DISQUALIFICATION REQUIREMENTS

If you are applying for a post which requires you to work or manage in any setting where there are children from birth to 5 years, or children in a childcare setting (including breakfast or after school club for children up to the age of 8 years) you are required to complete this section:

DISQUALIFICATION

Have you ever been cautioned or convicted of a serious offence against children or adults? ☐ Yes ☐ No

Have you ever had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering? ☐ Yes ☐ No

Are you subject to an Order, direction or similar in respect of childcare, including an Order made in respect of your own children? ☐ Yes ☐ No

DISQUALIFICATION BY ASSOCIATION

Do you live in the same household as a person who is disqualified lives or works? ☐ Yes ☐ No

If you have answered yes to the above question have you applied for a waiver: ☐ Yes ☐ No

Have you been granted a waiver? ☐ Yes ☐ No

Note: If you have been granted a waiver you will be required to provide evidence of this.

I2C: ELIGIBILITY TO WORK IN THE UK

Are you eligible to work in the UK/EEA? ☐ Yes ☐ No

Do you require a work permit ☐ Yes ☐ No

National Insurance number (LLNNNNNNNL, L Letter, N Number)

For non-EU applicants only

Do you require sponsorship certificate? ☐ Yes ☐ No

If yes, please provide the following:

Sponsorship TIER:

No:

Expiry date:

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.

I2D: DISCLOSURE OF RELATIONSHIP

Are you related to, or have a close personal relationship with any member of the school's staff, school governor, the school's local authority Councillor or Council officer, or any member of the Southwark Diocesan Board of Education?

Yes ☐ No ☐

If yes, state the name, relationship and position held:

DECLARATION

I certify that all information given by me on each section of this form and in supporting documents is correct to the best of my knowledge and belief, that all questions have been fully and accurately answered, and that I possess all qualifications which I claim to hold and will produce evidence of the same. I acknowledge that I have read and understood the accompanying notes to applicants attached to this application form.

I understand that my name will be withdrawn from the list of candidates if, prior to appointment, I am found knowingly to have omitted or concealed any relevant fact, and I acknowledge that such discovery subsequent to appointment is likely to lead to my dismissal without notice and, where appropriate, referral to the police.

I hereby give my permission for a DBS check to be carried out and consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

SIGNED: _____

DATE:

Candidates submitting this form electronically will be asked to sign the form if selected for interview

EQUAL OPPORTUNITIES

ADDITIONAL INFORMATION (CONFIDENTIAL) - This section of the form seeks additional information pertinent to your application. It will be removed before shortlisting and will not be seen by any members of the selection panel. Access to it will be limited to staff involved in administering the appointment process who need access for equal opportunities monitoring or to take administrative action based upon the information provided e.g. Occupational Health referral

Position applied for:

DATE OF BIRTH:

TITLE: ☐ Mr ☐ Mrs ☐ Ms
☐ Ms ☐ Other

FIRST NAME:

SURNAME:

Are there any reasonable adjustments you would like us to make to enable you to participate fully and fairly in the recruitment process?

☐ Yes

☐ No

If Yes, please give details:

EQUAL OPPORTUNITIES MONITORING - we wish to monitor continuously (in the strictest confidence) the progress of our Equal Opportunities Policy. Please help us by giving the fullest possible answers to the questions below.

Sex: ☐ Male ☐ Female **Age:** ☐ 20-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-65

I consider myself to be disabled within the meaning of the Disability Discrimination Act 1995 ☐ YES

Please indicate your cultural/ethnic origins

This information is included as part of the duty of the school to promote race equality and to ensure equal opportunities for all staff

White

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

Black, Black British, Black English, Black Scottish or Black Welsh

- ☐ Caribbean
☐ African
☐ Any other Black background: please write in

Asian, Asian British, Asian English, Asian Scottish or Asian

- ☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Any other Asian background: please write in

Mixed

- ☐ White & Black Caribbean
☐ White & Black African
☐ White & Asian
☐ Any other Mixed background: please write in

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

☐ Chinese

☐ Any other background: please write in

☐ Put a cross here if you prefer not to state your ethnic group

Faith/Religion: Please specify or ☐ decline to answer

Sexual Orientation: Please specify or ☐ decline to answer