

CONFIDENTIAL

St Bede's Catholic College

TEACHER APPLICATION FORM

1. PERSONAL DETAILS

APPLICATION FOR THE POST OF

AT
ST BEDE'S CATHOLIC COLLEGE,
AN INDEPENDENT ACADEMY
WHERE THE GOVERNING BODY IS THE EMPLOYER OF STAFF

Full details of present post (or college details if NQT)

At School/College

Address Telephone No:

LA

Permanent Temporary Full Time Part-time

Notice required

Surname.....

Title.....

Christian/First Names.....

Marital Status..... Religious Denomination/Faith².....

Address³.....

.....

Home Telephone No: Mobile Telephone No:

Work Telephone No: E-mail Address.....

Date of Birth¹.....

School Telephone Number DfE Teacher Reference number.....

National Insurance Number.....

Work permit details, if appropriate.....

PLEASE RETURN THIS FORM BY EMAIL TO: g.maher@stbcc.org
OR BY POST TO:
St Bede's Catholic College
Long Cross, Lawrence Weston
Bristol, BS11 0SU

CLOSING DATE FOR APPLICATIONS:.....

¹The Governing Body does not discriminate on grounds of age. Date of birth and dates are requested in line with the recommendations of Safeguarding Children: Safer Recruitment and Selection in Education Settings, DfES 1568-2005, July 2005.

²The Governing Body may take religious denomination or faith into account for this post in accordance with the School Standards and Framework Act 1998 and the Employment Equality (Religion or Belief Discrimination) Regulations 2003.

³If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period, with dates, on a separate sheet.

2. POST-11 EDUCATION AND TRAINING

Please give information about education received in this country or abroad, qualifications obtained including degrees, with class and division, and Teacher's Certificates, in chronological order starting from the most recent, include A levels, GCSEs or equivalents and postgraduate and professional qualifications. Please note that you will be required to produce evidence of qualifications attained.

Establishment Attended	Full or Part-Time	Qualifications	Dates Attended (MM/YYYY)	
			From	To

Do you have Qualified Teacher Status (QTS)? Yes No

QTS Certificate No. (if available): Date of Qualification as a Teacher:

Are you subject to any conditions or prohibitions placed on you by the Teaching Agency in the UK? Y N

If yes, please provide details.

State subjects in which you are qualified to teach, other subjects for which you may have relevant experience to teach and any other specialisms you have which may be relevant to your application:

Type of teacher training: Primary (Infant, Nursery or Junior) Middle Secondary
 (PLEASE TICK APPROPRIATE BOX(ES))

Do you have the Catholic Certificate in Religious Studies or equivalent? YES/NO

If applicable, where and when did you obtain the Catholic Certificate in Religious Studies (formerly known as the Catholic Teachers' Certificate and Certificate in Religious Education)?

CCRS Registration Number (if known)

Please provide details of any other specialist Catholic postgraduate qualification (e.g. Certificate in Subject Leadership in Catholic Schools, MA in Catholic School Leadership)?

Please list recent courses and professional development in which you have been involved in the past 3 years and which you consider relevant to this post (stating length of courses). Please continue on a separate sheet if necessary.

3. DETAILS OF PRESENT SALARY AND SCALE:

Please supply all information requested as appropriate.

Salary Scale (e.g. Main/Upper/Leadership)
 Group of School Spine Point No. on roll
 Additional Allowances Gross Salary

4. PROFESSIONAL EXPERIENCE

Please give further details of experience in chronological order, starting with the most recent. If you are employed, this should include details of your present post.

(Students seeking a first appointment should give details of teaching practice)

Education Authority or Employer	Name & type of school or institution (State whether Nursery, Primary, Secondary, Comprehensive, Selective etc.)	Age range taught/single sex/mixed	Approx number on Roll/school group	Post held and responsibilities	Dates employed (MM/YYYY)	
					From	To

Details of all other employment and unpaid experience after the age of 16, in chronological order, most recent first (for example family duties, voluntary work etc.) which you wish to be taken into consideration:

If there are any periods of time that are not accounted for by this form and upon which you wish to comment, please do so.

OTHER EXPERIENCE

5. ADVERTISEMENT/RECRUITMENT MONITORING

Please state where (or how) you first learned of this vacancy.

6. PROFESSIONAL BODIES

Please give details of any professional body of which you are a member.

7. DRIVING LICENCE DETAILS

Do you hold a full current UK licence? Yes No

If yes, what type of licence: Private/Light Goods HG V Class

8. SUPERANNUATION SCHEME

Are you a member of the Teachers' Pension Scheme? Yes No

If you contribute to another scheme, please give details.

9. INTERESTS & HOBBIES

10. SUPPORTING STATEMENT

Please provide a written statement, no longer than 2 sides of A4, detailing why you believe your personal qualities and experience are relevant to your suitability for the post advertised, and how you meet the person specification. You should also pay particular attention to the national standards for the post and job specification for the position for which you are applying.

11. DISCLOSURE OF CRIMINAL AND CHILD PROTECTION MATTERS

Have you ever been the subject of any child protection concern either in your work or personal life, or disciplinary action in relation thereto, including any which is time expired? YES/NO

The Governing body is obliged by law to operate a checking procedure for employees who have substantial access to children and young people.

I confirm that I am not disqualified from working with children and/or included on the DfE List 99.

Signature:

REHABILITATION OF OFFENDERS ACT 1974

If you have no convictions, simply enter "NIL". If you have been convicted of any criminal offence, the details must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions or court hearings against you and enclosed with this form in a sealed envelope marked "confidential". Please see the Notes to Applicants for guidance.

Date of conviction, pending hearing, caution or conditional discharge	Offence	Sentence

DISCLOSURE AND BARRING SERVICE

In the event of a successful application a Disclosure will be sought from the Disclosure and Barring Service (DBS) in relation to criminal and child protection matters. A conviction will not necessarily be a bar to obtaining employment.

Please sign here if you agree that the appropriate enquiry might be made.

Signature.....

11. REFERENCES

Please nominate up to three referees. In the case of a Catholic applicant, your third referee could be your Parish Priest/or Priest of the Parish where you regularly worship. If you are in employment, one referee should be your present employer. Where you are applying for a Headship or Deputy Headship, one referee should be your current LA director.

Name Designation

Address

Telephone

Name Designation

Address

Telephone

Name Designation

Address

Telephone

We reserve the right to take up references with any previous employer.

- Notes (i) Referees will be contacted before interview
- (ii) If any of your referees knew you by another name, please write that name/s in the space below

Are you related to any member of the Governing Body? YES/NO

12. DATA PROTECTION ACT 2018

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the GDPR.

Signature.....

13. DECLARATION

If you know that any of the information you have given on this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment then your name will be withdrawn from the list of candidates.

Providing false information is an offence and could result in this application being rejected. If such a discovery is made after you have been appointed then you will be liable to be dismissed summarily. You may also be referred to the Teachers' Misconduct Team or the Police, if appropriate⁴.

I hereby certify that all the information given by me on this form is correct to the best of my knowledge, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications which I claim to hold.

I acknowledge that it is my responsibility as the candidate, if invited for interview, to disclose any information to the panel which may affect working with children and/or vulnerable adults.

To my knowledge, if offered this post, there is no reason why I will be unable to carry out the duties as described.

Signature.....Date.....

(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract).

IMMIGRATION, ASYLUM & NATIONALITY ACT 2006

In accordance with the Immigration, Asylum & Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are legally entitled to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide one of the specified documents listed in the **Notes to Applicants**.

Signature:

NOTES TO APPLICANTS

1. Before signing this form, please ensure that every section has been completed.
2. The form should be returned as instructed in the details of the post.
3. Applicants should attach a separate statement in support.
4. Applicants will only be acknowledged if a stamped addressed envelope is enclosed.
5. Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School where the Governing body is the employer and that the post will be subject to the terms and conditions of the appropriate Catholic Education Service model employment contract of employment. A copy of this contract will be provided to you if you are shortlisted.
6. **Rehabilitation of Offenders Act 1974: You must declare any unspent convictions, cautions, reprimands or warnings.** The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are **not subject to disclosure to employers** and **cannot be taken into account**. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.
7. **Immigration, Asylum & Nationality Act 2006: Before taking a post, applicants should provide one specified document or a specified combination of two documents that prove their entitlement to work in the UK.**
 - a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
 - b) A national passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - c) A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national from a European Economic Area country or Switzerland.
 - d) A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national from a European Economic Area country or Switzerland, who is resident in the UK.
 - e) A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - f) A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK, has the right of abode in the UK or has no time limit on their stay.

RECRUITMENT MONITORING INFORMATION

Post Title:

School:

Date of Birth:

Last name:

Christian/First name(s)

Completion of this section will help us fulfil our general duty under the Race Relations (Amendment) Act 2000 to eliminate unlawful discrimination, to promote equality of opportunity and promote good relations between people of different racial groups, and our specific duty under the Act to monitor, by reference to racial group, applicants for employment and staff in post. The information provided will be used for monitoring and statistical purposes only. The information contained on this form may be held on a computer file.

The categories below are in line with the 2001 census

1. Ethnic Origin

I would describe my ethnic group as:

1. White

British

English

Scottish

Welsh

Irish

Any other White background
Please specify

2. Black, Black British, Black English

Black Scottish or Black Welsh

African

Caribbean

Any other Black background

3. Mixed

White & Asian

White & Black African

White & Black Caribbean

Any other Mixed background
Please specify

4. Asian or Asian British

Bangladeshi

Indian

Pakistani

Any other Asian background

5. Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

Chinese

Other ethnic group

Other ethnic group
Please specify

7. Gender

My gender is:

Female

Male

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 2018.

Signed.....

Date.....