London Diocesan Board for Schools

Application Form

CONFIDENTIAL

Position applied for	Click or tap here to enter text.
Individual school / area(s) of London you would like to work in	Click or tap here to enter text.

Section 1: Personal information

Title	Click or tap here to enter text.	Forenames	Click or tap here to enter text.	
Surname	Click or tap here to enter text.			
Previously/also known as	Click or tap here to enter text.			
Current address	Click or tap here to enter text.			
Home telephone number	Click or tap here to enter text.			
Mobile telephone number	Click or tap here to enter text.			
Email	Click or tap here to enter text.			
National Insurance number	Click or tap here to enter text.			
Do you have qualified teacher status?	☐ Yes Click or tap here to enter text. Date Awarded	☐ No	☐ Studying towards	
Are you registered with the DfE as a qualified teacher?	☐ Yes	☐ No	DfE Reference Number	Click or tap here to enter text.
Are you related to any member of the School Governing Body, Local Authority Elected or Senior LA Official, or Officer of LDBS?	☐ Yes	☐ No	If YES, please give details Click or tap here to enter text.	

Section 2: Current employment

If you are currently at university/college, please give details of the university/college you are attending.

Name, address, and telephone number of current employer	Click or tap here to enter text.		
Current job title	Click or tap here to enter text.		
Current salary	Click or tap here to enter text.	Date Started	Click or tap here to enter text.
Reason for leaving			
Describe your current role in terms of its responsibilities and relationships (no more than 250 words) Click or tap here to enter text.			
What notice period are you required to give?	Click or tap here to enter text.		

Section 3: Previous employment

Please list your employment history since leaving full-time education.

Name, address, and telephone number of employer Click or tap here to enter text.	Job Title Click or tap here to enter text.		To mm/yy Click or tap here to enter text.
Brief description of responsibilities (no more than 50 words) Click or tap here to enter text.		Reason for leaving Click or tap here to enter text.	Salary at leaving Click or tap here to enter text.
Name, address, and telephone number of employer Click or tap here to enter text.	Job Title Click or tap here to enter text.	From mm/yy Click or tap here to enter text.	To mm/yy Click or tap here to enter text.

Brief description of responsibilities (no more than 50 words) Click or tap here to enter text.		Reason for leaving Click or tap here to enter text.	Salary at leaving Click or tap here to enter text.
Name, address, and telephone number of employer Click or tap here to enter text.	Job Title Click or tap here to enter text.	From mm/yy Click or tap here to enter text.	To mm/yy Click or tap here to enter text.
Brief description of responsibilities (no more than 50 words) Click or tap here to enter text.		Reason for leaving Click or tap here to enter text.	Salary at leaving Click or tap here to enter text.

Section 4: Qualifications

Please list any qualifications gained after leaving secondary education.
Please include any qualifications you are currently studying towards.

Name of institution	Course title/subject	Level of qualification (Degree etc)	Finish date/date of final exam
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Section 4: In-service training/CPD

Please include both long and short courses you have attended over the last three years.

Organising body (e.g. LDBS, Local Authority, St John Ambulance)	Course title/subject	Number of days	Finish date/date of final exam
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Section 4: Secondary school qualifications

Please list all your A Level or equivalent qualifications and grades. For GCSE or equivalent qualifications, please provide grades for English and Mathematics and the total number of grades A*-C or 9-4.

Name of school/college	Subject	A Level, GCSE, equivalent	Finish date/date of final exam
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Section 5: Supporting statement

Using the person specification, please provide evidence of how you meet the requirements for the role.

Section 6: Working in a Church of England school or academy

We welcome people of many faiths and beliefs. We ask, however, that all staff should support the values, ethos and philosophy of the Church of England. Our school leaders must demonstrate a clear commitment to the Christian ethos.

If you are a practising member of a Christian church, please give details below.

Place of worship Click or tap here to enter text.	Address Click or tap here to enter text.	Denomination Click or tap here to enter text.	Diocese Click or tap here to enter text.
Name		Click or tap here to enter text.	
Job Title		Click or tap here to enter text.	
Address		Click or tap here to enter text.	

Email	Click or tap here to enter text.
Telephone number	Click or tap here to enter text.
Mobile telephone number	Click or tap here to enter text.

Please include a short statement about why you are interested in working for a Church of England school or academy.

Click or tap here to enter text.

Section 7: References

Please provide references from your two most recent employers.

Referee 1		Referee 2	
Name	Click or tap here to enter text.	Name	
Job Title	Click or tap here to enter text.	Job Title	Click or tap here to enter text.
Address	Click or tap here to enter text.	Address	Click or tap here to enter text.
Email	Click or tap here to enter text.	Email	Click or tap here to enter text.
Telephone number	Click or tap here to enter text.	Telephone number	Click or tap here to enter text.

Mobile telephone number	Click or tap here to enter text.	Mobile telephone number	Click or tap here to enter text.
Relationship	Click or tap here to enter text.	Relationship	Click or tap here to enter text.

Section 8: Data Protection – application privacy notice

All data requested in this form is mandatory unless stated otherwise.

The school requires this data in order to meet its legal and regulatory obligations and to undertake a fair and safer recruitment process that may potentially lead to an employed contractual agreement with a successful candidate.

Under data protection law, you have the right to be informed about how the school collects and uses your personal data. Please see the school's Privacy Notice, which can be found on its website, for this information.

The school takes any complaints about its collection and use of personal information very seriously. If you think that the school's collection or use of personal information is unfair, misleading or inappropriate, or if you have any other concerns about its data processing, in the first instance please raise this with the school's independent data protection officer. Alternatively, you can refer a complaint to the Information Commissioner's Office.

Section 9: Applicant declarations

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions Order 1975 (2013 & 2020), however, provide that certain spent convictions and cautions are 'protected'. These 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 Ministry of Justice website or see here.

Prior to the date of interview, shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

I declare that the information given on this form is correct to the best of my knowledge and belief. I understand that any false statement on this form is an offence and could result in my application

being rejected or in summary dismissal and, where relevant, possible referral to the teachers' misconduct team or the police. I agree that the information I give in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date Click or tap here to enter text.

Signed Click or tap here to enter text.
If you are applying online, you will be asked to sign your application at interview

I confirm that I have not been disqualified from working with children or cautioned or sanctioned in this regard.

Date Click or tap here to enter text.

Signed Click or tap here to enter text.
If you are applying online, you will be asked to sign your application at interview

If your application at the school identified at the beginning of this form is not successful, would you be happy for your application to be passed on to another LDBS school with a similar vacancy? All information would be handled and transferred under the terms of the General Data Protection Regulation 2018.

Yes ☐ No ☐

Section 10: Where did you see this post advertised?

Where did you see this post advertised?

Click or tap here to enter text.

Section 11: Confidential monitoring information

This section of the form will be removed before shortlisting.

Gender Click or tap here to enter text.

Date of Birth Click or tap here to enter text.

Ethnicity: Choose one section from A-E and then tick the appropriate box to indicate your cultural background

A White

- ☐ English, Welsh Scottish, Northern Irish or British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Roma
- ☐ Any other White background, please indicate here: Click or tap here to enter text.

B Mixed or Multiple Ethnic Groups

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed or multiple ethnic background, please indicate here: Click or tap here to enter text.

C Asian or Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, please indicate here: Click or tap here to enter text.

D Black, Black British, Caribbean, or African

- ☐ Caribbean
- ☐ African
- ☐ Any other Black, Black British or Caribbean background, please indicate here: Click or tap here to enter text.

E Other Ethnic Group

- ☐ Arab
- ☐ Any other background, please indicate here: Click or tap here to enter text.

Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Rather not say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Click or tap here to enter text.

The information on this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', and you are invited to an interview, then please discuss this with the recruiting manager in charge of the process.