



LONDON DIOCESAN BOARD FOR SCHOOLS APPLICATION FORM

Confidential. Please complete this form in BLOCK CAPITALS

Position applied for	
Individual school/area/s of London you would like to work in	

Section 1: Personal information

Title		Forenames		
Surname				
Previous surname (if applicable)				
Current address				
Home telephone number				
Mobile telephone number				
Email				
National Insurance number				
Do you have qualified teacher status?	<input type="checkbox"/> Yes Date awarded		<input type="checkbox"/> No	<input type="checkbox"/> Studying towards
Are you registered with the DfE as a qualified teacher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DfE Reference number	
Are you related to any member of the Governing Body, Local Authority elected, senior LA official or officer of the LDBS	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES please give details	

Section 2: Current employment

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

Name and address and telephone number of current employer			
Current job title			
Current salary		Date started	
Describe your current role in terms of its responsibilities and relationships (no more than 250 words)			
What notice period are you required to give?			

Section 3: Previous employment

Please list your career history beginning with your most recent employment. Please continue on an additional piece of paper if necessary.

Name, address and telephone number of employer	Job Title	From mm/yy	To mm/yy
Brief description of responsibilities (no more than 50 words)		Reason for leaving	Salary at leaving

Name, Address and telephone number of employer	Job Title	From mm/yy	To mm/yy
Brief description of responsibilities (no more than 50 words)		Reason for leaving	Salary at leaving
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Name of Employer	Job Title	From mm/yy	To mm/yy
Brief description of responsibilities (no more than 50 words)		Reason for leaving	Salary at leaving

Section 4: Qualifications

Please list any qualifications gained after leaving secondary education.

Please include any qualifications you are currently studying towards.

Name of institution (most recent first)	Course title/subject	Level of qualification (Degree etc.)	Finish date/date of final exam

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

Section 4: Secondary school qualifications

Please list all of your A level or equivalent qualifications and grades. For GCSE or equivalent qualification please provide the 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	Grade achieved	Finish date/date of final exam

Section 5: Supporting statement

Please include a separate supporting statement, no longer than three sides of A4, with reference to the job description and person specification, explaining why you are applying for the role and why you are a strong candidate. Please include details of voluntary work or offices held that are relevant to this application.

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

We welcome people of many faiths and beliefs. We do, however, ask that all staff should support the values, ethos and philosophy of the Church of England.

We expect our school leaders to demonstrate a clear commitment to the Christian ethos.

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

Place of worship	Address	Denomination	Diocese

If possible please give details of a parish priest or minister from whom a reference may be obtained

Name	
Job title	
Address	
Email	
Telephone number	
Mobile telephone number	

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

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Section 7: References

Please give details of two professional referees, the referee one must be your current or most recent employer.

Referee 1

Referee 2

Name		Name	
Job title		Job title	
Address		Address	
Email		Email	
Telephone number		Telephone number	
Mobile telephone number		Mobile telephone number	
Relationship		Relationship	

Section 8: Data Protection - application privacy notice

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

The LDBS/school requires this data in order to meet its legal and regulatory obligations and to undertake the recruitment process to potentially enter into a contract of employment with the successful candidate/s.

Under data protection law you have the right to be informed about how the LDBS/school collects and uses any personal data it holds about you. Please see the LDBS/school's Privacy Notice for Job Applications found on its website for this information.

The LDBS/school takes any complaints about its collection and use of personal information very seriously. If you think that the LDBS's/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 individual school or the LDBS's independent Data Protection Officer via dpo@london.anglican.org. Alternatively, you can refer a complaint to the Information Commissioner's Office.

Section 9: Applicant declaration

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form are an offence and could result in my application being rejected or summary dismissal and, where relevant, possible referral to the teachers' misconduct team or the police. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Date

Signed

If you are applying online you will be asked to sign your application at interview

If your application is not successful at the school mentioned at the beginning of this form, 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: Confidential monitoring information

This section of the form will be removed before shortlisting.

Gender

Date of Birth

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 write in:

C Asian or Asian British

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

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 write in:

D Black, Black British, Caribbean or African

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

E Other ethnic group

- ☐ Arab
- ☐ Any other background, please write in:

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?

The information on this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment' if invited to an interview, then please discuss this with the manager running the recruitment process.