



ST JOSEPH'S PREPARATORY SCHOOL

Job Application Form

This form should be used to apply for a job role advertised. This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

This form must be received prior to the specified closing date and is available in other formats on request. For queries about the role, your application or to submit this form, please use the details provided in the advertisement.

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

Vacancy Details

Job Title	Teacher
School	St Joseph's Preparatory School

Personal Details

Surname(s)		
Forename(s)		
Title		
NI Number		
DBS No:		
DBS Date:		
Home Address		
Home Tel. No.	Mobile Tel. No.	
Email Address		

Teaching Staff Only	Teacher Reference number (DfES) (if known)	
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Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			

References

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference.

A referee who is a current or former employer should have full access to the applicant's personnel records, to the extent that this is achievable in compliance with the General Data Protection Regulation.

It is the responsibility of the Applicant to ensure that all named referees have explicitly consented to providing a reference. Please be aware that a failure to obtain your referees' consent may result in your committing a data breach.

We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview.

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Supporting Statement

Please provide a written statement 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.

Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks

I acknowledge that St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and to this end, hereby certify that I am not on the DBS Barred List, Sex Offenders Register, disqualified or prohibited from work with children, or subject to sanctions imposed by a regulatory body such as the NCTL and have no relevant convictions, cautions or bind-overs (or have attached details of my record in a sealed envelope marked confidential).

I consent to an Enhanced Disclosure and Barring Service check, a Barred List check and a Section 128 check (if relevant) if I am offered the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions or bind-overs against me will be disclosed along with any other relevant information which may be known to the police and Lists held in accordance with the Safeguarding Vulnerable Groups Act 2006. Please note that disclosures will take account of the amendments to the Exceptions Order 1975 (2013) which provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. All guidance and criteria on filtering can be found here: <https://www.gov.uk/government/collections/dbs-filtering-guidance>

I agree to inform St Joseph's Preparatory School if I am arrested for or convicted of an offence after I take up any post within the School. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform St Joseph's Preparatory School if I become the subject of a police and/or social services (Children's Social care or Adult Social Services)/social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I declare that, to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true and can be treated as part of any subsequent contract of employment. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal disclosure checks, and a medical assessment, all of which must be deemed by St Joseph's Preparatory School as satisfactory.

I also declare that I will not contact any member of **St Joseph's Preparatory School** to further this application (and I understand that to do so would disqualify me from further consideration) – unless the advertisement invites me to contact a named individual to seek further details.

Signed:

Date:

Request to Process Your Personal Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure that you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

Important Information Regarding Your Consent

1. The person responsible for data protection within our organisation is the Data Protection Officer, and you can contact them with any questions relating to the handling of your data. You can contact via the school office.
2. We require the information we have requested on this form in order to process your application for employment.
3. To the extent that you have shared any special categories of personal data¹ this will not be shared with any third parties, unless legal obligation should arise.
4. If your application is successful, the information that you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment with our organisation and afterwards in accordance with our data retention policy.
5. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
6. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
7. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Office that you wish to withdraw your consent.
8. To read about your individual rights and/or complain about how we have collected and process the information you have provided on this form, you can make a complaint to our organisation by contacting the school office. If you are unhappy with how your complaint has been handled you can contact the, Information Commissioners Office via the website at: ico.org.uk

Request for your consent

Please ensure that you have read paragraphs 1-9 above and raised any relevant questions before providing your consent below

- I confirm that I have read and understood paragraphs 1-9 above and that I have been offered the opportunity to raise any relevant questions: Yes No
- Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-9 above.
- I agree to my personal data being shared as stated in paragraph 4 above: Yes No

¹ Article 9(1) GDPR sets out special categories of personal data as follows: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of generic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes.

I understand that any offer of employment is subject to the relevant pre-employment checks including but not limited to satisfactory:

- a) Verification of identity
- b) References
- c) DBS Certificate and check of the barred list/s (if applicable)
- d) Medical clearance
- e) Proof of eligibility to work in the UK
- f) Proof of qualifications and registrations.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature

*

Date

*a signature is not required if this form is emailed from your given email address.

Headteacher: Mrs S.D. Hutchinson BEd
Rookery Lane, Trent Vale, Stoke on Trent, ST4 5RF Tel: 01782 417533 Email: enquiries @stjosephsprepschool.co.uk

*St. Joseph's Preparatory School is a Registered Charity (No 254312)
and a member of the Independent Schools Association and the Catholic Independent Schools Conference*