CONFIDENTIAL

TEACHER APPLICATION FORM FOR A POST IN A CATHOLIC SCHOOL

*(Before completing this form please read **Notes to Applicants**)*

NAME OF CANDIDATE:

BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:-

1. Correct Application Form for the post being applied for
2. Notes to Applicants
3. Recruitment Monitoring Form
4. Rehabilitation of Offenders Act 1974 – Disclosure Form

PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.

DETAILS OF ROLE APPLIED FOR

Application for the position of:

Full Time: ☐ Part Time: ☐ Job Share: ☐

At: (Name of the school or central office)

At which Plymouth CAST Academy Trust Company is the employer of staff in the Roman Catholic Diocese of Plymouth

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

1. APPLICANT'S PERSONAL DETAILS

1.1. Title:

1.2. Surname:

1.3. First Names:

1.4. Known as (if applicable):

1.5. Any former name(s):

1.6. Religious Denomination/Faith:

1.7. Address:

1.8. If 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:

Address	Dates

1.9 Telephone numbers		
Home:	Mobile:	Work:
1.10 Email Address:		

1.11 How do you prefer to be contacted?	
1.12 National Insurance No.	
1.13 DfE Teacher Reference No.	
1.14 Do you have Qualified Teacher Status (''QTS'')?	
1.15 QTS Certificate No.	
1.16 Date of qualification as a Teacher	
1.17 Education Workforce Council (Wales Only) or other Membership No.	
1.18 DBS No.	
1.19 DBS Check Date:	

2. DETAILS OF APPLICANT'S PRESENT EMPLOYMENT

2.1. Are you presently employed? Yes ☐ No ☐

If no, please proceed to the next section.

2.2. Name and address of employer:

2.3. Telephone Number:

2.4. Post title:

2.5. Local Authority if applicable:

2.6. Permanent: ☐ Temporary: ☐

2.7. Full time: ☐ Part Time: ☐ Job Share: ☐

2.8. Date of appointment:

2.9. Notice required/date notice due to expire:

2.10. Reason for leaving (if applicable):

2.11. Gross annual salary:

2.12. Salary Scale (e.g. Main/Upper/Leadership) and spinal point:

2.13. Additional Allowances (including Inner/Outer/Fringe London):

2.14. Group of School/Number on roll:

2.15. Description of key duties/responsibilities:

3. APPLICANT'S EMPLOYMENT HISTORY AND WORK EXPERIENCE

3.1. Please complete in chronological order, starting with the most recent:

Employer's name, address and nature of business (state whether Nursery / Primary / Secondary / Comprehensive / Selective etc) **(include local authority if relevant)**	**Approx. number on roll**	**Age range taught & Single sex / mixed**	**Job title and brief description of duties and responsibilities**	**Dates employed Month /Year** **From – To**	**Reason for leaving**

4. OTHER EMPLOYMENT / WORK EXPERIENCE

4.1. Please complete in chronological order, starting with the most recent:

Employment / Experience	Employer / Location	Responsibilities	Dates employed Month /Year	Reason for leaving
			From – To	

4.2. If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 16 – please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

4.3. Please confirm whether you have ever been ordained and/or been a member of a religious community

Yes: ☐ No: ☐

If yes, please provide details:

5. POST-11 EDUCATION AND TRAINING

5.1 Please complete in chronological order, starting with the most recent

Full name and address of establishment	Full time or part time	Dates Attended Month/ Year From – To	Date of Award	Awarding Body & Registration No. (if known)	Award
Desirable qualifications (please note that NPQH is mandatory in Wales) (Please insert N/A if you do not have the qualifications listed in this section)					
					NPQH
					Catholic Certificate of Religious Studies (or equivalent, please state)
Other Post-Graduate Qualifications					
Higher Education Qualifications					
School/College Qualifications					

5.2 Continued Professional Development

Please list any course you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g. teaching courses, First Aid, ICT etc)

Course Title	Course Provider	Length of Course	Dates From – to	Award Grade received (if applicable)

Safeguarding Training

5.3 Date of most recent safeguarding training, if relevant:

6. PROFESSSIONAL MEMBERSHIPS

Please list any relevant professional bodies of which you are a member:

7. INTERESTS AND HOBBIES

Please list your interests and hobbies outside of work:

8. SUPPORTING STATEMENT

8.1. Please provide a written statement of no more than 1,300 words 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. You should pay particular attention to the national standards for the position for which you are applying.

9. *REFERENCES*

9.1. 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.

9.2. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.

9.3. In requesting the Priest's reference; it is not our intention to deter applications and please see the Note to Applicants for further guidance.

9.4. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have explicitly consented to providing a reference. You are advised to read the relevant section of the Notes to Applicants before completing this section.

9.5. You are advised to read the relevant section of the Notes to Applicants before completing this section.

Present school/employer

Name:

Address:

Role:

Telephone:

Email:

Relationship to referee:

Other professional (where you are not currently employed with children, this most be your most recent school/college employer):

Name:

Address:

Role:

Telephone:

Email:

Parish Priest/Priest of the Parish where you regularly worship (or Additional Professional (if applicable))

Name:

Address:

Role:

Telephone:

Email:

9.6. **NOTES**: (i) We reserve the right to take up references with any previous employer. Please advise if you do not want us to do so at this stage and provide reasons.

(ii) If any of your referees knew you by another name, please specify that name(s) here:

9.7. Are you (or your spouse/civil partner/partner) related by marriage, blood or as a cohabitee to any member of the Governing Body / Academy Trust Company or any current employees of the Governing Body / Academy Trust Company?

Yes: ☐ No: ☐

9.8. If yes, please complete the following:

Name of Governing Body / Academy Trust Company member/employee	Relationship to you

10. DISCLOSURE OF CRIMINAL AND CHIILD PROTECTION MATTERS AND DISCLOSURE AND BARRING SERVICE CHECKS

10.1. The Governing Body / Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

10.2. Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes: ☐ No: ☐

If yes, please provide details:-

10.3. By checking the box below, I hereby confirm that I am not disqualified from working with children and/or have information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List 99): ☐

10.4. In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") (formerly CRB Check and ISA Check) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

10.5. By checking the box below you hereby consent to a DBS Check being made to the Disclosure and Barring Service ("DBS"): ☐

11. REHABILITATION OF OFFENDERS ACT 1974

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), then the details of these must be disclosed on a separate document.

The Rehabilitation of Offenders Act 1974 – Disclosure Form must be enclosed with your application in a sealed envelope marked "Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form". If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

12. REQUEST TO PROCESS YOUR PERSONAL DATA

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure 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

12.1. We are Plymouth CAST our head office is St Boniface's House, Ashburton, Newton Abbot, Devon TQ13 7JL. The Trust is the Data Controller for its constituent schools listed below.

12.2. Being a Catholic education provider, we work closely with The Roman Catholic Diocese of Plymouth with whom we are required to share the information you provide on this application form.

12.3. The person responsible for data protection within our organisation is Matthew Barnes at and you can contact him with any questions relating to our handling of your data. You can contact him by emailing: matthew.barnes@plymouthcast.org.uk

12.4. We require the information we have requested on this form in order to process your application for employment.

12.5. To the extent that you have shared any special categories of personal data[1] this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

12.6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.

12.7. 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.

12.8. 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.

12.9. You have the right to withdraw your consent at any time and can do so by informing

[1] Article 9(1) GDPR sets out the 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 genetic 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…"

our organisation's Data Officer (see 3 above) that you wish to withdraw your consent.

12.10. To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can *access a copy of the Trust's Complaints Procedure from our website at: http://www.plymouthcast.org.uk/web/plymouth_cast_policies/278261* If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at: ico.org.uk

Request For Your Consent

12.11. Please ensure that you have read paragraphs 12.1-12.10 above and raised any relevant questions before providing your consent below.

12.12. I confirm that I have read and understood paragraphs 12.1-12.10 above and that I have been offered the opportunity to raise any relevant questions:

Yes: ☐ No: ☐ [Tick as applicable]

12.13. Please tick this box if you have any objection to our collecting and processing your personal information as described in paragraphs 12.1-12.10 above: ☐

12.14. I agree to my personal data being shared as stated in paragraphs 12.2 and 12.5 above:

Yes: ☐ No: ☐ [Tick as applicable].

13. IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

13.1. The Governing Body / Academy Trust Company will require you to provide documentary evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in paragraph 17 of the Notes to Applicants.

13.2. By checking the box you are hereby confirming that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: ☐

14. IMMIGRATION ACT 2016

14.1. The ability to communicate with the public in accurate spoken English is an essential requirement for the post. This requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016F

15. DECLARATION

15.1. If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application may be withdrawn from the recruitment process.

15.2. Providing false information is an offence and may result in this application being

rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily.

15.3. You may also be reported to the Teaching Regulation Agency (TRA) (England only) and/or Education Workforce Council (Wales only) and/or the Police, if appropriate.

15.4. By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been accurately and fully answered and that I possess all the qualifications that I claim to hold.

15.5. 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 and/or vulnerable adults

Signature:	
Date:	

The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted.

Additional Pages

Name:

Position applied for:

Plymouth CAST Schools

1. St John's Catholic Primary School, Camborne
2. St Mary's Catholic Primary School, Bodmin
3. St Mary's Catholic Primary School, Falmouth
4. St Mary's Catholic Primary School, Penzance
5. Notre Dame Roman Catholic Comprehensive School, Plymouth
6. St Boniface's RC Comprehensive College, Plymouth
7. The Cathedral School of St Mary, Plymouth
8. Holy Cross Catholic Primary School, Plymouth
9. Keyham Barton Catholic Primary School, Plymouth
10. St Joseph's Catholic Primary School, Plymouth
11. St Paul's RC Primary School, Plymouth
12. St Peter's Roman Catholic Primary School, Plymouth
13. Priory RC Primary School, Torquay
14. Our Lady of the Angel's, Torquay
15. Sacred Heart Catholic Primary & Nursery School, Paignton
16. St Margaret Clitherow Catholic Primary School, Brixham
17. Our Lady's Catholic Primary School, Barnstaple
18. Our Lady & St Patrick's RC Primary School, Teignmouth
19. St John's Catholic Primary School, Tiverton
20. St John the Baptist's RC Primary School, Dartmouth
21. St Joseph's Catholic Primary School, Newton Abbot
22. St Joseph's RC Primary School, Exmouth
23. St Mary's Catholic Primary School, Buckfast
24. St Nicholas RC Primary School, Exeter
25. St Mary's Catholic Primary School, Axminster
26. St Augustine's Catholic Primary, Weymouth
27. St Catherine's Catholic Primary School, Bridport
28. St Catherine's Catholic Primary School, Wimborne
29. St Mary's Catholic First School, Dorchester
30. St Mary's Catholic Primary School, Marnhull
31. St Mary's RC Primary School, Swanage
32. St Mary & St Joseph's Catholic Primary School, Wool
33. St Joseph's Catholic Primary School, Poole
34. St Mary's Catholic Primary School, Poole
35. Christ the King Catholic Primary School, Kinson
36. The Orchard Nursery, Bournemouth