CONFIDENTIAL

LONDON DIOCESAN BOARD FOR SCHOOLS
NON TEACHING STAFF APPLICATION

APPLICATION FORM FOR _____
(Post)

at _____ Voluntary Aided
(Name of School)

Church of England School in_____ Local Authority

Part A – 1. APPLICANT'S PERSONAL DETAILS		
SURNAME:	TITLE (Mr, Mrs, Ms etc.)	
FORENAMES:	PREVIOUS NAME(S) (if applicable):	
PERMANENT ADDRESS:		
TEMPORARY ADDRESS:		
WORK TELEPHONE:	HOME TELEPHONE:	MOBILE NUMBER:
EMAIL:		

Are there any restrictions on your being resident or being employed in the UK?

☐ Yes ☐ No

2. EDUCATION AND TRAINING			
NAME OF INSTITUTE AND ADDRESS	FROM	TO	EXAMINATIONS PASSED WITH GRADES
Secondary School or College:			GCSE or equivalent: A Levels or equivalent:
University or College:			Main subject(s): Degree and date awarded: Class of degree: Full time/Part time:
Details of any other Qualifications:			Date awarded:

3. INSERVICE TRAINING/PROFESSIONAL DEVELOPMENT

LONG COURSES OVER 3 DAYS ATTENDED IN THE LAST 3 YEARS

NAME OF COURSE	ORGANISING BODY	FROM	TO

SHORT COURSES (1-2 days) ATTENDED IN THE LAST 3 YEARS

NAME OF COURSE	ORGANISING BODY	FROM	TO

4. CURRENT EMPLOYMENT	
Present Post: Responsibilities: Date appointed: Name of Employer: (e.g. Governors, LA, Agency)	*(If applicable)* School: Local Authority: No. on Roll: Address:

5. OTHER POSTS			
NAME OF ORGANISATION	JOB TITLE AND RESPONSIBILITIES	FROM	TO

6. CURRENT SALARY
BASIC ANNUAL SALARY (please indicate spine point):
ADDITIONS (please give allowances, London weighting etc.):
TOTAL SALARY:

7. SUPPORTING STATEMENT
Your application should be supported by a letter of not more than 3 sides of A4 (12pt), addressing the criteria in the person specification for this post.

8. PROFESSIONAL REFERENCES
Please give the names of two referees who can vouch for your professional work, one of whom should be your present Headteacher if you are working in a school.
i) Name: Position: Address: Telephone number: Email address (where possible):
ii) Name: Position: Address: Telephone number: Email address (where possible):

Part B – CONFIDENTIAL INFORMATION

This section of the form will be removed before shortlisting.

1. Gender:

2. Date of Birth:

3. Cultural/ethnic origin:

4. Ethnicity form:
Chose one section from A-E and then tick the appropriate box to indicate your cultural background.

A White
- ☐ British
- ☐ English
- ☐ Scottish
- ☐ Welsh
- ☐ Other, please write in
- ☐ Irish
- ☐ Any other White background, please write in

B Mixed
- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed background, please write in

C Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background, please write in

D Black, Black British, Black English, Black Scottish, or Black Welsh
- ☐ Caribbean
- ☐ African
- ☐ Any other Black background, please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethic group
- ☐ Chinese
- ☐ Any other background, please write in

5. Criminal History

The position you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For this position you are not entitled to withhold information about police cautions, “bind-overs”, or any criminal convictions including any that would otherwise be considered “spent” under the Act.

Have you ever been convicted of any offence or “bound-over” or given a caution? ☐ Yes ☐ No

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked “Confidential Disclosure”.

I understand that if my application is successful I will be required to obtain a CRB Disclosure at the appropriate level.

6. Work Status

I understand that under the terms of the Asylum and Immigration Act 1996 should I be short-listed for the post for which I am applying, I will provide for the governing body, as employer, an original document* showing my entitlement to work in this country.

*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

7. Other information

Are you related to any member of the governing body, LA elected member, senior LA official or officer of LDBS?

☐ Yes ☐ No

If yes, please give details:

You are reminded that any canvassing, direct or indirect, will disqualify candidates.

Successful candidates may be required to produce their birth certificate and original proof of qualifications and undergo medical examination.

Declaration

To the best of my knowledge the information on this form is correct.

I am in possession of certificates, which I claim to hold.

I understand that willful falsification or omissions may, if I am appointed, result in my dismissal.

I declare that I am not on List 99 or disqualified from working with children.

I am not subject to any sanction imposed by the General Teaching Council.

I consent to the processing of personal data as defined in the Data Protection Act 1998.

Signature_____ Date_____