**A logo with a circle of thorns

Description automatically generated with medium confidence**

**APPLICATION FORM**

**Safeguarding Statement**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Full Time  Part Time  Job Share

**Personal Details:**

Title:

Surname:

First Name(s):

Known as (if applicable):

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone  Email

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes  No

QTS Certificate Number:       Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

Do you hold a valid UK driving license? Yes  No

**Details of Present Employment:**

Are you presently employed: Yes  No

If no, please answer only salary question and then proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if different):

Address:

Telephone Number:

Permanent  Temporary

Full time  Part time   Job share

Description of key duties / responsibilities (including subjects and key states taught (if applicable)):

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

Salary (current or if you are not

currently employed please give

your most recent salary)

Group of school /

Number on role:

If relevant, Spine Point:

If relevant, Management Point:

Additional Allowances

(including inner / outer / fringe London):

Gross annual salary

(current or most recent):

**Employment History:**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of school / college / academy (state whether nursery / primary / secondary / comprehensive / selective etc.) include details of local authority if relevant** | **Approx number on roll** | **Age range taught & single sex / mixed** | **Post held and responsibilities including subjects taught and key stages taught** | **Dates employed month / year**  **(from – to)** | **Reason for leaving** |
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**Other Employment / Work Experience:**

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

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| --- | --- | --- | --- | --- |
| **Employment / Experience** | **Employer / Location** | **Responsibilities** | **Dates employed month / year**  **(from – to)** | **Reason for leaving** |
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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 mustprovide a complete chronology from the age of 18. 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** |
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**Post-16 education and training:**

(Post-16 education and further education includes all post-16 learning, including vocational training and work-based learning. It can also include working with 14-year-olds in schools or colleges, as part of the 14-19 vocational curriculum.)

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month / year**  **From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))**

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**Higher Education Qualifications**

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**School / College Qualifications**

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**Continuing Professional Development**

Please list any courses 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.

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| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates**  **From – To** | **Award / Classification (if applicable)** |
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Please provide details of your most recent safeguarding training:

**Professional Memberships:**

Chartered College of Teaching:

Associate  Member (MCCT)  Fellow (FCCT)  Chartered Teacher (CTeach)

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

**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

**Supporting Statement:**

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.

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**References:**

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

If you are a catholic, you are welcome to provide a third reference from your Parish Priest / the Priest of the Parish where you regularly worship.

It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form, and you will be asked about any discrepancies.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Second Reference (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

**Parish Priest / Priest of the Parish where you regularly worship (if applicable):**

Name:

Address:

Role:

Telephone:

Email:

Please confirm if you know any existing employee, volunteer or governor at Thornton College and if so, please provide full details of how you know them.

Name(s) of Employee(s)/ Governor/ Volunteer:

Relationship(s) to you:

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

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

Shortlisted candidates will be required to complete a self-declaration form to check their suitability to work with children which includes confirming they have not been disqualified from childcare and details about cautions and/ or convictions. All applicants must understand that it is an offence to apply for a role if they are barred from engaging in regulated activity relevant to children.

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”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

**Rehabilitation of Offenders Act 1974**

This application will be subject to an Enhanced Criminal Records check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Request for Your Consent to Process Your 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**

1. We are Thornton College, College Lane, Thornton, Milton Keynes, MK17 0HJ.
2. Being a Catholic education provider, we work closely with the school’s Diocesan Authority, the school’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and the Independent Schools Inspectorate, and may share information you provide on this application form if we consider it is necessary to fulfil our functions.
3. The person responsible for data protection within our organisation is Mrs Jane Sanders and you can contact her with any questions relating to our handling of your data. You can contact her at [jsanders@thorntoncollege.com](mailto:jsanders@thorntoncollege.com)
4. We require the information we have requested on this form to process your application for employment.
5. To the extent that you have shared any special categories of personal data this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
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.
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.
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.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Lead (see paragraph 3 above) that you wish to withdraw your consent.

**Request for your consent**

Please ensure that you read paragraphs 1-9 above and raise 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 check this box if you agree 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 paragraphs 2 and 5 above: Yes  No

**Right to work in the UK**

The Governing Body and Trustees will require you to provide 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 current immigration rules. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

**Online Search**

Thornton College will carry out an online search on all shortlisted candidates in line with the KCSIE guidance as part of wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment. Any online searches will be used to identify “*… any incidents or issues*” that are publicly available online. The focus of any online search will be *“incidents or issues”* that may cause concern regarding a candidate’s suitability to work with children or within a school and / or could damage the reputation of the school. This may include, for example, offensive or inappropriate behaviour or language, drug or alcohol misuse, inappropriate images, discriminatory behaviour, and any other information that may raise concern as to an applicant’s suitability to work with children or within a school.

**Declaration**

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

***(Please note that checks may be carried out in order to verify the information you have included).***

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:

**Marketing:**

Where did you see our job being advertised?