

### Please return this form to:

Either by post to;  
 Mrs G McCaldon  
 St Thomas Church of England  
 Primary School  
 Kenyons Lane  
 Lydiate, L31 0BP  
 Or by email to:  
 Gill.mccaldon@ldst.org.uk

*This application is **private & confidential***

*Please write or type **clearly in black**  
in order that this form can be photocopied*

*St Thomas Church of England Primary School  
is a **fully accessible workplace**.*

## Personal information

<b>Name:</b>			
<b>Former Names:</b>			
<b>Address:</b>			
<b>Postcode:</b>			
<b>Email Address:</b>			
<b>Telephone Number:</b>		<b>Mobile Number:</b>	
<b>Teacher Number (if applicable):</b>		<b>Date of recognition as a Qualified Teacher (if applicable):</b>	
<b>Post Applying For:</b>			
<b>Where did you hear about this vacancy?</b>			

## Present Employment

<b>Post Held:</b>	
<b>Current Employer:</b>	
<b>Date of Appointment:</b>	
<b>Present Basic Salary:</b>	
<b>Brief Description of Duties:</b>	

<b>Period of Notice:</b>	
<b>Reason for Leaving:</b>	
<b>Continuous Service Date (if applicable):</b>	

## Education and Training

Dates		Place of study	Qualifications attained
From	To		

Date	Training Course	Training Provider

<b>Membership of Professional Bodies:</b>

## Employment History

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

Dates		Name & address of employer	Job title & summary of duties	Reason for leaving
From	To			

## Gaps in Employment History

Please provide in this section explanations for any gaps in your employment history (chronologically, most recent first).

Dates		Details of Gaps in Employment
From	To	

## Referees

Please provide the names, organisations, job titles, addresses and phone numbers of two referees. At least one should be your current or most recent employer. The Trust will also seek references where possible from settings in which you have worked with children. Please indicate the capacity in which you know the referee and if we may approach for a reference prior to interview. Any subsequent job offer will be subject to satisfactory references being received.

<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Job Title</b>		
<b>Organisation</b>		
<b>Capacity in which you know this person:</b>		
<b>Can the Trust Approach this individual in advance of interview?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No

## Declaration

<b>Are you related to an employee of Liverpool Diocesan Schools Trust:</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>If 'Yes' please state name of the employee and the relationship:</b>	

Note: Canvassing or failure to disclose will disqualify the candidate.

## Personal Statement

**Please provide a statement of no more than 1000 words, detailing how you meet the requirements of the Person Specification, why you are applying and why you feel you are a suitable candidate for this post. If you are or have been involved in voluntary/unpaid activities you should also include this information.**

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## Information on Recruitment Checks

The school will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#), including:

### **DBS Check**

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

For posts in regulated activity, the DBS check will include a barred list check.

It is a criminal offence to apply or accept a position (paid or unpaid) working with children in regulated activity if you are excluded from such work by virtue of a court order or exclusions by the DBS.

Any data processed as part of the DBS check will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

<b>Are you a member of the DBS update service?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Do you consent for us to access the update service as part of the recruitment checks we will undertake?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No

### **Criminal Record Self Disclosure**

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and [here](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) for impartial advice.

### **Disqualification Under the Childcare Act**

Under the Childcare (Disqualification) Regulations 2018 it is an offence to provide or manage childcare provision covered by these regulations. If the post you are applying for falls within the remit of these regulations, you will be required to confirm that you are not disqualified. Further information can be found here: [www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

### **Overseas Checks**

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements.

### **Teacher Prohibition Order and Teacher Sanctions**

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

<https://www.gov.uk/government/collections/teacher-misconduct>

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

### **Section 128 direction**

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

### **Right to Work in the UK**

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

**Any job offer will be conditional on the satisfactory completion of all necessary pre-employment checks, including those as set out in Keeping Children Safe in Education.**

## Applicants with a disability

**If invited to interview, are there any special arrangements that you would like to be made for you?**

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I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the General Data Protection Regulations.

<b>Signed:</b>	
<b>Dated:</b>	

## Monitoring Sheet

### Confidential

**Post Applied For:**

The Liverpool Diocesan Schools Trust aims to be an equal opportunities employer and service

provider, irrespective of race, gender, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

<b>Gender:</b>	<input type="checkbox"/> Female  <input type="checkbox"/> Male  <input type="checkbox"/> Non-binary	<b>Age:</b>	<input type="checkbox"/> Less than 35 <input type="checkbox"/> 35-49 <input type="checkbox"/> 50+
<b>Do you consider yourself to have a disability?</b>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<b>What do you regard as your ethnic origin?</b>	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Mixed Heritage <input type="checkbox"/> Other <hr/> <i>(please specify)</i>