



**APPLICATION FOR EMPLOYMENT**

**2020-21**

|                   |
|-------------------|
| Post applied for: |
| Surname:          |
| Christian Name:   |

**This School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. The successful applicant will need to undertake an Enhanced Disclosure from the Disclosure and Barring Service.**

Applications should be posted to:

The Headmaster's PA, The London Oratory School, Seagrave Road, London SW6 1RX or  
emailed to: [rsundt@los.ac](mailto:rsundt@los.ac)

Your application should consist of:

- A letter of application of no more than two pages. In this you should clearly explain your suitability for the role.
- The School's application form. The completion of the application form is an integral part of our recruitment process, although you may submit your Curriculum Vitae as a supporting document. We do request that the application form is completed in full.
- An email address that can be used for regular contact.
- Daytime and evening telephone numbers which will only be used with discretion.

## 1. Personal Details

|                                |                |  |  |   |  |                            |  |  |                               |  |  |
|--------------------------------|----------------|--|--|---|--|----------------------------|--|--|-------------------------------|--|--|
| Title:                         | First name(s): |  |  |   |  |                            |  |  |                               |  |  |
| Surname:                       |                |  |  |   |  |                            |  |  |                               |  |  |
| Previous names:                |                |  |  |   |  |                            |  |  |                               |  |  |
| Home telephone number:         |                |  |  |   |  | Mobile telephone number:   |  |  |                               |  |  |
| Work telephone number:         |                |  |  |   |  | Email address:             |  |  |                               |  |  |
| Address:                       |                |  |  |   |  |                            |  |  |                               |  |  |
| Postcode:                      |                |  |  |   |  | National Insurance number: |  |  |                               |  |  |
| Teacher Reference Number (TRN) |                |  |  | / |  |                            |  |  | Do you require a work permit? |  |  |
| Do you have QTS?               |                |  |  |   |  | Date of QTS:               |  |  |                               |  |  |

## 2. References

|  |  |  |  |  |  |                  |  |  |  |  |  |
|--|--|--|--|--|--|------------------|--|--|--|--|--|
| <p>Please give the names and addresses of two individuals whom we may contact to obtain a reference. One referee must be your current employer; other suitable referees would include recent employers and your parish priest. Please clearly outline who your references are. Referees will be contacted before interviews. The school may contact other previous employers for a reference with your consent. References will not be accepted from relatives or from people writing solely in the capacity of friends.</p> |  |  |  |  |  |                  |  |  |  |  |  |
| Name and address   |  |  |  |  |  | Position         |  |  |  |  |  |
|  |  |  |  |  |  | Telephone number |  |  |  |  |  |
|  |  |  |  |  |  | E-mail address   |  |  |  |  |  |
| Capacity in which you are known by this referee:   |  |  |  |  |  |                  |  |  |  |  |  |
| Name and address   |  |  |  |  |  | Position         |  |  |  |  |  |
|  |  |  |  |  |  | Telephone number |  |  |  |  |  |
|  |  |  |  |  |  | E-mail address   |  |  |  |  |  |
| Capacity in which you are known by this referee:   |  |  |  |  |  |                  |  |  |  |  |  |
| Name and address   |  |  |  |  |  | Position         |  |  |  |  |  |
|  |  |  |  |  |  | Telephone number |  |  |  |  |  |
|  |  |  |  |  |  | E-mail address   |  |  |  |  |  |
| Capacity in which you are known by this referee:   |  |  |  |  |  |                  |  |  |  |  |  |

### 3. Current or most recent post

|   |   |
|---|---|
| Employer's name and address:                  |   |
| Post held:                                    | Threshold passed: Yes/No Threshold level: |
|   | Current salary:                           |
|   | Allowance(s) received:                    |
| Date appointed:                               | Notice required:                          |
| Reason for leaving:                           |   |
| Brief details of duties and responsibilities: |   |

### 4. Previous teaching or other employment experience/career history

Please supply a full history in chronological order (with start and end dates) of all employment, self employment and any periods of unemployment since leaving secondary education. If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times e.g. travelling, raising family, voluntary work, training, long periods of sickness etc.

| Employer's name and address, type of school/nature of business | Post held and whether full or part-time | Dates (month/year) |    | Reason for leaving |
|--|---|--------------------|----|--------------------|
|  |   | From               | To |                    |
|  |   |                    |    |                    |

**5. Higher education**

| Place of study | Dates (month/year) |    | Main and subsidiary subjects, please also state full or part-time | Qualifications and assessment: include class and division |
|----------------|--------------------|----|---|---|
|                | From               | To |   |   |
|                |                    |    |   |   |

**6. Secondary and further education with examination results**

| School/college | Dates (month/year) |    | Course/qualifications | Grade | Date |
|----------------|--------------------|----|-----------------------|-------|------|
|                | From               | To |                       |       |      |
|                |                    |    |                       |       |      |

**7. Professional or other qualifications**

| Awarding body or Institution | Qualification and Subject | Date (month/year) |
|------------------------------|---------------------------|-------------------|
|                              |                           |                   |

**8. Relevant training courses attended in the last three years – most recent first**

**9. Membership of Professional Associations**

**10. Interests and skills**

**11. Have you at any time been debarred from teaching by the Department for Education? Yes/No**

(if YES, please enclose details with dates in a sealed envelope and attach to this form)

**12. Have you ever been convicted of a criminal offence? Yes/No**

(if YES, please enclose details of the offence, sentence and dates in a sealed envelope and attach to this form)

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all criminal convictions or cautions including any that may be 'spent' under the Rehabilitation of Offenders Act 1974 must be disclosed. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

**13. GDPR 2018**

Please read and sign the GDPR statement at the back of this form.

#### 14. Immigration, Asylum and Nationality Act 2006

The Governing Body will require you to provide documentary evidence of your entitlement to undertake the position you have applied for and/or your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. By signing the form below you hereby 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.

#### 15. Declaration

I declare that the information I have provided on this form and on any supplementary pages and / or supporting evidence is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with The London Oratory School is offered on the basis of the information I have provided. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in disciplinary investigation by the School's Governing Body and may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with the General Data Protection Regulations May 2018 and any subsequent amendments and updates. (Please read and sign the GDPR Privacy Statement at the back of this form).

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of appointment will be subject to satisfactory medical, Enhanced Disclosure from the Disclosure and Barring Service.

Do you have any family or close connection with any existing employees of The London Oratory School including governors. **Yes/No**

Signed \_\_\_\_\_

Date \_\_\_\_\_

## **General Data Protection Regulations 2018 Recruitment & Selection**

### **Privacy Statement**

At The London Oratory School, we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer at the school address.

### **Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number) Employment history  
Qualifications

### **How We Use Personal Data**

Your personal data will be used to process your employment application.

### **How Long We Will Hold Personal Data**

Successful candidate's data will be held under the school's General Data Protection Policy details of which can be found on our website. Unsuccessful candidate's data will be held of a period of 6 months where upon it will be confidentially destroyed.

### **Reasons We Share Personal Data**

We will not normally share personal data with anyone else, but may do so where:

There is an issue that puts the safety of our staff at risk

We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

The prevention or detection of crime and/or fraud  
The apprehension or prosecution of offenders  
In connection with legal proceedings

Where the disclosure is required to satisfy our legal obligations

### **How We Protect Your Personal Data**

Paper copies of your application will be held in secure locked cabinets with controlled access by named individuals.

### **How to Access & Control Your Personal Data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. Information about this process can be found in our Data Protection policy which can be found on our website

### **Consent**

I have read and consent to my personal data, as detail above, being held and utilised by The London Oratory School for the purposes stated.

Signed \_\_\_\_\_

Date \_\_\_\_\_