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# THE LONDON ORATORY SCHOOL



## NON TEACHING STAFF APPLICATION FORM – CONFIDENTIAL

Thank you for your interest in the post at the school. The following information is necessary to ensure that full consideration can be given to candidates. The information will be treated as confidential. Please complete all parts of the application. The completion of this application form is an integral part of our recruitment process.

**This school is committed to safeguarding and promoting the welfare of children 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.**

Please complete the application form and return by post or e-mail to: The Director of Music, The London Oratory School, Seagrave Road, London SW6 1RX ([cdawson@los.ac](mailto:cdawson@los.ac))

Post applied for: \_\_\_\_\_

### 1. Personal Details

Title:	First name(s):		
Surname:			
Previous names:			
Home telephone number:		Email address:	
Work telephone number:		Mobile telephone number:	
Address:			
National Insurance number:			
Do you need permission to work in the UK? Y / N		Date of Birth:	

### 2. Present or most recent post

Employer's name and address:	
Post held:	Current salary:
	Date appointed:
	Notice required:
Reason for leaving:	
Brief details of duties and responsibilities:	

**3. Previous 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	Dates (month/year)		Post held and whether full or part-time	Salary/Grade	Reason for leaving
	From	To			

**4. Health**

How many periods of sickness absence have you had over the past 2 years?	
How many working days has this amounted to in total?	
Brief details of all absences in past 2 years:	

**5. Higher education**

Place of study	Dates (month/year)		Main and subsidiary subjects, please also state full or part-time	Qualifications, including 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. Relevant training courses attended in the last three years - most recent first**

Organising body	Course details	Dates (month/year)	
		From	To

**8. Relevant skills and experience**

Along with this application form, please submit a supporting letter outlining how your experience, skills, competencies and qualifications make you suitable for the post you are applying for and how you believe you could support the ethos of The London Oratory School.

## 9. References

Please give the names and addresses of two people from whom a current reference may be obtained. They should not be related to you. They must be able to provide professional references and one should, preferably, be your current employer, if applicable. If you are unable to do this please clearly outline who your references are.	
Name and address	Name and address
Position	Position
Telephone number	Telephone number
Facsimile	Facsimile
E-mail address	E-mail address
May we contact this referee before interview? Yes / No	May we contact this referee before interview? Yes / No
<i>Notes: (i) Unless otherwise requested, referees will normally be contacted before interview. (ii) If your referees know you by another name please give details. (iii) The school may contact other previous employers for a reference with your consent. (iv) References will not be accepted from relatives or from people writing solely in the capacity of friends.</i>	

## 10. Disclosure of criminal convictions

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974? For the purposes of employment in the education section, nothing is considered spent and everything must be declared. **Yes / No**

If yes please give details:	
Date	Offence
Sentence	

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.

## 11. Declaration

I declare that the information I have provided 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 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, Disclosure and Barring Service and police checks.

Do you have any family or close connection with any existing employees of The London Oratory School including governors. **Yes / No** If yes, please give details:

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please see over for a statement and agreement about Data Protection

## **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 \_\_\_\_\_