



Loreto Convent School Gibraltar

13 Europa Road, Gibraltar +350 200 75781

vacancies@loreto.gi

Application Form for a Teaching Appointment

Name of Applicant

Position Applied For

Application Closing Date

Where did you see this post advertised?

Please complete all sections of this application form. A CV will not be considered as an alternative and should not be submitted in lieu of this form.

Loreto Convent School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Please select one answer:	
I accept screening <input type="checkbox"/>	I do not accept screening <input type="checkbox"/>

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments within the School are subject to a probationary period.

Background Checks

We routinely carry out Criminal Background checks in the form of an Enhanced check for Regulated Activity for those working or volunteering at PPET.

Do you have any objection to a search being carried out on you?

Please select one answer:

I have no objection

I do not agree to a search being conducted

Disclosure of a criminal offence will not automatically render someone unsuitable for employment. PPET will consider the nature of the offence and when it took place in the light of the applicant's potential position.

As the job for which you are applying involves working with or around children, it is important that you provide us with legally accurate answers in this application form. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headteacher. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice.

Please disclose any unspent convictions, cautions, reprimands, or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. www.gov.uk/dbs

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Please select one answer:

I have nothing to declare

I enclose a confidential statement

Data Protection

In line with the General Data Protection Regulation of May 2018, information provided on this form will only be used for recruitment purposes and to process your application for employment. The personal information that you provide will be stored and used in a confidential manner and we will retain some information provided during the recruitment process for a period of 6 months (full details are available in our Recruitment Privacy Notice).

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties. By signing the application form you consent to the processing of sensitive personal data. A full copy of our Staff Privacy Policy will be provided to you when you take up employment with us.

1. Personal details		
Surname:	Forename(s):	
Address:	Former name(s): (Maiden name, if married)	
Postcode:	Preferred name:	
How long have you lived at this address? If resident at this address for less than 5 years, please provide all previous addresses for the past 5 years.		
Previous address:	Previous address:	
Length of time at address:	Length of time at address:	
Contact details		
Home telephone:		
Mobile telephone:		
Email:		
2. General		
Religious Denomination:		
DfE/DfES Number:		
Do you have Qualified Teacher Status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the legal right to live and work in Gibraltar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are an EU citizen, do you have settled status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a full UK / Gibraltar / EU driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Trustee of Loreto Convent School? If so, please provide details.		

3a. Education – Academic qualifications

Please start with the most recent to include start and end dates of all periods of education. Please continue on a separate sheet if necessary.

University and Post-Graduate Study

Dates		University	Subject(s) Studied	Qualifications/Class
From	To			

Sixth Form Study

Dates		School	Subject(s) Studied	Qualifications/Class
From	To			

GCSE (or equivalent)

Dates		School	Subject(s) Studied	Qualifications/Class
From	To			

3b. Education – Vocational Training and Skills

4. Membership of Professional Institutions			
Dates		Details: Name of Association	Level or Grade of
From	To		Membership

5. Referees

Please supply the names and contact details of two people whom we may contact for references. One should be your present or most recent employer. Where possible, at least one referee should be related to your work with children. References from educational establishments should be completed by the schools Head/Principal. Neither referee should be a relative or someone known to you solely as a friend. We intend to take up references on all shortlisted candidates before interview. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought. If you have previously worked overseas the School may take up references from your overseas employers.

If you would prefer us not to contact your referees prior to the interview, please advise and explain why.

Name

Job Title

Address

Telephone Number

Email

Relationship to you

Name

Job Title

Address

Telephone Number

Email

Relationship to you

6. Employment History

Please provide full details of all positions held, employment, self-employment and unpaid work since leaving secondary education. Please start with your current or most recent employer/present post and salary, professional experience gained within previous posts, extra-curricular skills and interests. In each case please provide the reason for leaving employment.

Please provide explanations for any periods not in employment, further education, or training. You will be required to account for any gaps if called for interview.

Please continue on a separate sheet as necessary.

Current Employment

Post

Date Commenced

Name & Address of Employer

Salary

Is this post your sole regular Employment? Yes
No

If No, please name your other employer(s) and give details of responsibilities:

Details of Responsibilities

Reason for leaving / wishing to leave

Notice required / date left (if applicable)

Previous Employment

Dates		Employer	Post Title / Main Duties	Reason for leaving
From	To			

Gaps in employment

From	To	Reason

7a. Supporting Information.

In support of your application, please provide a statement of the personal qualities and experience that you believe are relevant to your suitability for the post advertised and how you meet the necessary requirements.

Please continue on a separate sheet if necessary.

Please only include information here that has not been provided in your covering letter (if any). You should not repeat information here that is already contained within your letter.

7b. Interests and hobbies

Please give details of any interests, hobbies or skills which could be of benefit to the School for the purpose of extra curriculum activity.

8. Declaration

I declare that the information that I have given in this form and any accompanying documents is accurate, complete and true, and in particular that I have not omitted any material facts which may have a bearing on my application. I have not been disqualified from working with children, am not named on DfES/DfE Barred List or the Protection of Children Act List and am not subject to any sanctions imposed by a regulatory body (e.g. the General Teaching Council). I understand that providing false information is an offence and could result in the application being rejected, or in my summary dismissal if I have been selected, or possible referral to the police. I understand that any subsequent contract of employment will be made on this basis.

Applicant's signature:

Date:

Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the above declaration.