**Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position applied for:** | | | | | | | | | | | | |
| **Section 1: Personal Details** | | | | | | | | | | | | |
| Last Name: | Forenames: | | | | | | | | | | | |
| Title: Dr/Mr/Mrs/Miss/Ms/Other | | | | | | | | | | | | |
| Former last name(s): | Preferred fore name: | | | | | | | | | | | |
| Teachers registration no, (if applicable):  ⎕⎕/⎕⎕⎕⎕⎕⎕ | | | Do you have qualified teacher status (QTS)? Yes ⎕ No ⎕ | | | | | | | | | |
| Address:  Postcode: | Home number:  Mobile Number:  E-Mail address: | | | | | |  | | | | | |
| Are you eligible for employment in the UK?  Yes ⎕ No ⎕ | | National Insurance Number: | | | | | | | | | | |
|  | |  |  |  | |  |  |  |  |  |
| Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them. | | | | | | | | | | | | |

|  |
| --- |
| **Section 2: Safeguarding and Child Protection** |
| Have you read the School's Child Protection Policy? Yes ⎕ No ⎕ |

|  |  |  |
| --- | --- | --- |
| **References:**  Please supply the names and contact details of two people who we may contact for references. These should be persons of appropriate standing with direct knowledge of your professional work and should include your present or most recent employer. If your current or most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. | | |
| **Referee 1** | **Referee 2** |  |
| Name: | Name: | |
| Job Title: | Job Title: | |
| Organisation: | Organisation: | |
| E-Mail Address | E-Mail Address | |
| Tel. No. | Tel. No. | |
| Address: | Address: | |
| May we contact prior to interview?  Yes ⎕ No ⎕ | May we contact prior to interview?  Yes ⎕ No ⎕ | |

|  |
| --- |
| Please state when you would be available to take up employment if offered: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 3: Employment** | | | | | |
| Current/Most recent employer: | | | | | |
| Current/Most recent employer’s address | | | | | |
| Current/most recent job title: | | | | | |
| Date started: (dd/mm/yy) | Date and reason employment ended: | | | Current salary/Salary on leaving: | |
| Do you/did you receive any employee benefits? Yes ⎕ No ⎕ | | | Please provide details of benefits: | | |
| Salary: | | Full time/Part time (circle as appropriate) | | | Hours worked per week: |
| Reason for seeking other employment: | | | | | |
| Brief description of duties: | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment and/or activities since leaving secondary education.**  Please continue on a separate sheet if necessary. | | | |
| Dates | Name and address of employer | Position held and/or duties | Reason for leaving |
| From:  (dd/mm/yy)  To:  (dd/mm/yy) |  |  |  |
| From:  (dd/mm/yy)  To:  (dd/mm/yy) |  |  |  |
| From:  (dd/mm/yy)  To:  (dd/mm/yy) |  |  |  |
| From:  (dd/mm/yy)  To:  (dd/mm/yy) |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 4: Education**  Please provide details of your education at secondary level and above starting with the most recent. | | | | | |
| Name of school/college/university | Date of attendance | Examinations | | | |
|  | From:  dd/mm/yy  To:  dd/mm/yy | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
|  |  |  |  |
|  | From:  dd/mm/yy  To:  dd/mm/yy | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
|  |  |  |  |
|  | From:  dd/mm/yy  To:  dd/mm/yy | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
|  |  |  |  |
|  | From:  dd/mm/yy  To:  dd/mm/yy | Subject/Award/Qualification/Grade | Result | Date | Awarding Body |
|  |  |  |  |

|  |  |
| --- | --- |
| **Section 5: Gaps in your employment/work history**  As you are applying to work in a school you must provide full details your employment and education history. If there are any gaps, e.g. looking after children, sabbatical year, please give details and dates below, and continue on a separate sheet if necessary. | |
| Dates to/from: | Reason for gap: |
| Dates to/from: | Reason for gap: |
| Dates to/from: | Reason for gap: |

|  |
| --- |
| **Section 6: Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
|  |

|  |
| --- |
| **Section 7: Interests**  Please give details of your interests, hobbies or skills – in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
|  |
| **Section 8: Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs are similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **Section 9: Data Protection** |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection Policy. We may check the information provided by you on this form with third parties. If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months. |
|  |
| **Section 10: Recruitment** |
| 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 are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note, it is an offence to apply for the role if you have been barred from engaging in regulated activity relevant to children.  A copy of the School's recruitment policy and Safeguarding Policy and Child Protection Policy is available for download from the School's website. Please take the time to read them. |
|  |
| **Section 11: Declaration** |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks  Shortlisted candidates will be asked to compete a self-declaration of their criminal record (or information that will make them unsuitable to work with children.) Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK.  I declare that the information I have given in this 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.  Signed:  Date:  If you have used an electronic signature, you will be asked to sign a physical copy of this form if you are offered an interview.  Physical signature (if signed electronically):­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape or other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out on the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”.

It is a criminal offence for any person who is disqualified from working with Children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

* The School receives an application from a disqualified person;
* Is provided with false information in, or in support of an applicant’s application; or
* The School has serious concerns about an applicant’s suitability to work with children

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, the School will consider the following factors before reaching a recruitment decision:

* Whether the conviction or other matter revealed is relevant to the position in question;
* Whether the conviction or caution is ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes it will not be taken in to account);
* The seriousness of any offence or other matter reveasled;
* The length of time since the offence or other matter occurred;
* Whether the applicant has a pattern of offending behaviour or other relevant matters;
* Whether the applicant’s circumstances have changed since the offending behaviour or other relevant matters;
* In the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
* The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, or other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School’s normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

**Data protection obligations**

The school will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

1. Twyford School – Data Protection Privacy Notice (Recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. **Who collects the information?**

Twyford School (‘School’) is a ‘controller’ and gathers and uses certain information about you. The School’s contact details are as follows:

Address: Twyford School, High Street, Twyford, Hampshire, SO21 1NW

Telephone No.: 01962 712269

E-Mail address: [twyford@twyfordschool.com](mailto:twyford@twyfordschool.com)

1. **Data protection principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Staff Data Protection Policy.

The table in Part 1 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part 2 of the Schedule below summaries the additional information we collect before making a final decision to recruit i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that out information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

1. **Where information may be held**

Information may be held on school premises in our filing systems and on our servers, It may also be held by third party agencies, service providers and representatives.

1. **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.)

1. **Your data rights to correct and access your information and to ask for it to be erased**

Please contact our Bursar, Kathryn Pillar, who has responsibility for data protection at Twyford School. She can be contacted by e-mail ([bursar@twyfordschool.com](mailto:bursar@twyfordschool.com)) or by telephone, 01962 712269. If you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased (“the right to be forgotten”) or not used in certain circumstances. Our Bursar will provide you with further information about your data rights, if you ask for it.

1. **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected personal data breach where we are legally required to do so.

1. **How to complain**

We hope that our Bursar, Kathryn Pillar can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

* 1. Up to and including the shortlisting stage

|  |  |  |  |
| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Your name and contact details (ie address, home and mobile phone numbers, email address)** | From you | Legitimate interest: to carry out a fair recruitment process  Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome  To inform the relevant manager or department of your application |
| **Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process  Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit | To make an informed recruitment decision  Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details. |
| **Your name, contact details and details of your qualifications, experience, employment history and interests** | From you, in the completed application form and interview notes (if relevant) | Legitimate interest: to carry out a fair recruitment process |  |
| **Details of your referees** | From your completed application form | Legitimate interest: to carry out a fair recruitment process  In the regulated sector, to comply with our legal obligations to request references | To carry out a fair recruitment process  To comply with legal/regulatory obligations  Information shared with relevant managers, HR personnel and the referee |

* 1. Before making a final decision to recruit

|  |  |  |  |
| --- | --- | --- | --- |
| **The information we collect** | **How we collect the information** | **Why we collect the information** | **How we use and may share the information** |
| **Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers\*\*** | From your referees (details of whom you will have provided) | Legitimate interest: to make an informed decision to recruit  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice | To obtain the relevant reference about you  To comply with legal/regulatory obligations  Information shared with relevant managers and HR personnel |
| **Information regarding your academic and professional qualifications \*\*** | From you, from your education provider, from the relevant professional body | Legitimate interest: to verify the qualifications information provided by you | To make an informed recruitment decision |
| **Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)** | From the Disclosure and Barring Service (DBS) | To perform the employment contract  To comply with our legal obligations  Legitimate interest:  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty) | To make an informed recruitment decision  To carry out statutory checks  Information shared with DBS and other regulatory authorities as required  For further information, see **\*** below |
| **Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information \*\*** | From you and, where necessary, the Home Office | To enter into/perform the employment contract  To comply with our legal obligations  Legitimate interest: to maintain employment records | To carry out right to work checks  Information may be shared with the Home Office |
| **A copy of your driving licence \*\*** | From you if the role may involve driving School transport either as part of your employment or as a volunteer | To enter into/perform the employment contract  To comply with our legal obligations  To comply with the terms of our insurance | To make an informed recruitment decision  To ensure that you have a clean driving licence  Information may be shared with our insurer |

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked ‘\*\*’ above to us to enable us to verify your right to work and suitability for the position.

**\*** Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are available from the HR department.