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| **APPLICATION FOR EMPLOYMENT** |
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| **Data Protection**  |
| The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Northwood Community Primary School and in connection with any subsequent employment, unless otherwise indicated.The personal data will be initially controlled by or on behalf of Northwood Community Primary School and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)). If your application for employment is unsuccessful, your application is retained for a maximum of 6 months and then destroyed. If you are successful, your application form will form the basis of your employee personnel file which we will hold throughout your employment and for a period of 6 years following you leaving the school. Equal Opportunities information is used for statistical monitoring purposes which is not related to named individuals.In order to process the personal data you provide for this application and otherwise for the purposes indicated, your personal data may be disclosed to Knowsley Council and/or to third party organisations providing administration or other relevant services to Northwood Community Primary School. The Knowsley Council contact for data protection matters is: The Data Protection Officer, Knowsley Council, Municipal Buildings, Archway Road, Huyton, L36 9YU.By submitting your personal data and application, you are:* declaring that the information provided in the application form is accurate and true.
* giving your consent to the processing, transfer and disclosure of all information submitted by you during the recruitment process and throughout any subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, administration of training and absence records, performance and conduct reviews, administration of remuneration, provision of references, and any other activities directly related to your employment.
* declaring that you have read, understood, and accepted the statements set out in this data protection clause.

Thank you for your interest in applying to Northwood Community Primary School (a Community School under Knowsley Council). ﻿Knowsley Council is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation, or employment status. |

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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](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2), including:**DBS Check**The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. 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](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).More information about what will be filtered and will not appear on a DBS certificate can be found [here](https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards).If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](https://www.nacro.org.uk/criminal-record-support-service/) or [Unlock](http://hub.unlock.org.uk/contact/) for impartial advice.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. **Do you have a DBS certificate?** **Yes / No** (please delete) If yes, date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Are you a member of the DBS update service?** **Yes / No** (please delete)**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.**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. If you answer ‘yes’ to the question below, we will contact you for additional information in due course.**Have you lived or worked outside of the UK for 12 months or more in the last 10 years? Yes / No (please delete)** **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. **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. |

**Confidential – please type this form or complete it using black ink**

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| **Section 1 Job details** |
| Application for post of:       |
| Directorate:       | Section or team:       |
| Ref number:       | Grade:       | Closing date:       |
| **Section 2 Personal details** |
| Title (Mr, Miss, Mrs, Ms, other):       | Surname:       |
| Forename(s):       | Previous surname:       |
| Address:       |
| Postcode:       |
| Telephone numbers |
| Daytime:       | Evening:       |
| Mobile:       | Email address:       |
| **Section 3 Present or last employer**  |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| If this is your last employer, please state why you left:      If this is your present employer, please state why you are applying for the post:       |
| **Section 4 Previous employment**  |
| Please provide details of **all** your previous employment, **accounting for any gaps**. You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed. |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| Name of organisation:       |
| Contact name:       | Telephone number:       |
| Address:       | Email address:       |
| Dates from:       | to:       | Grade:       |
| Position held:       | Salary:       |
| Main duties and responsibilities:       |
| Period of notice:       |
| Reason for leaving:       |
| **Section 5 Membership of professional body** – if successful, we will ask you to provide evidence of membership**.** |
| Name of professional body | Level of membership | Specific responsibilities, for example, chairperson | Date of entry |
|       |       |       |       |
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| **Section 6 Qualifications and training** – if successful, we will ask you to provide evidence of qualifications achieved. |
| Please give details of all the qualifications you have achieved starting with the most recent. Continue on a separate sheet if needed. |
| **Qualification** | **Level, for example GCSE, NVQ, BSc** | **Date achieved or expected to achieve** |
|       |       |       |
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| Training – please give details of any training and development activities you have completed that you feel are relevant to your application. Continue on a separate sheet if needed. |
| **Training activity** | **Duration** | **Date** |
|       |       |       |
|       |       |       |
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| **Section 7 Other relevant skills and knowledge** – please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if needed. |
|       |

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| **Section 8 Immigration, Asylum and Nationality Act 2006** |
| Are you subject to immigration control? Yes/NoDo you need a certificate of sponsorship to work in the UK? Yes/No |            |
| **Section 9 Referees** |
| Please supply the names and addresses of two peoplewho are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. **You should not ask elected members of the council (councillors) or a relative to be a referee.** Please tick the box if you do not wish us to contact your referees before an offer is made. [ ]  |
| First referee’s details | Second referee’s details |
| Name       | Name       |
| Job title       | Job title       |
| Organisation       | Organisation       |
| Address       | Address       |
| Telephone number       | Telephone number       |
| Email address       | Email address       |
| Reference type | Reference type |
| Employer | [ ]  | Employer | [ ]  |
| Education | [ ]  | Education | [ ]  |
| Character | [ ]  | Character | [ ]  |
| **Section 10 Administration** |
| Where did you see the post advertised?       |
| If you are related to or in a relationship with an elected member of the council (councillors) or an employee of the council, please give details here.      |
| If the job you are applying for requires you to travel, please answer the following two questions. |
| 1. Please state what type of driving licence you hold and provide details of any endorsements or penalty points. |
| Provisional [ ]  | Full [ ]  | Eligible to drive a minibus (category D1) [ ]  | Other [ ]  | None [ ]  |
| Details of endorsements or penalty points.       |
| 2. Do you have regular access to a car? [ ]  Yes [ ]  No | If you do not have regular access to a car, can you provide alternative mobility? [ ]  Yes [ ]  No |
|
| **Section 11 Declaration** |
| I certify that the information contained in this application form is accurate and true. I am not barred from working with children or subject to sanctions imposed by a regulatory body including outside of the UK. I declare that I have read, understood, and accepted the statements set out in the data protection clause on page one and the guidance referenced in pages two and three. I am aware that deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal or withdrawal of an offer of employment. I am also aware that by submitting my application, it is assumed that I have accepted the above declarations.I confirm I understand that any offer of employment is subject to satisfactory references and all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2). |
| Name       | Date       |

**If you return this form by email without a signature, we will assume that you have accepted the declaration.**



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| **Section 11 Equal opportunities monitoring** – we will keep this information separate from your application form and those responsible for short listing or interviewing applicants will not see it. |
| We believe that the decision to appoint should be based upon the requirements of the job and whether an individual’s skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant’s ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. We will keep the information on this section confidential. If your application is unsuccessful, we will hold the data for six months and then destroy it. |
| Surname       | Forename(s)       |
| Ref number       | Post applied for       |
| Grade       | Hours       |
| Salary       | Date of birth       |
| **Gender** – please tick | Male [ ]  | Female [ ]  |
| PADP_E_M**Disability** – we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process. |
| Do you consider yourself to have a disability? Please tick | Yes [ ]  | No [ ]  | Prefer not to say [ ]  |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details*.*      |
| Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details.      |
| **Ethnic monitoring** - the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census.  |
| **White** |
| A1 English, Welsh, Scottish, Northern Irish, British | [ ]  |
| A2 Irish | [ ]  |
| A3 Gypsy or Irish traveller | [ ]  |
| A4 Any other white background. Please provide details. | [ ]        |
| **Mixed or mixed British** |
| B1 White and black Caribbean | [ ]  |
| B2 White and black African | [ ]  |
| B3 White and Asian | [ ]  |
| B4 Any other mixed or multiple ethnic background. Please provide details. | [ ]        |
| **Asian or Asian British** |
| C1 Indian | [ ]  |
| C2 Pakistani | [ ]  |
| C3 Bangladeshi | [ ]  |
| C4 Chinese | [ ]  |
| C5 Any other Asian background. Please give details. | [ ]        |
| **Black, African, Caribbean or black British** |
| D1 African | [ ]  |
| D2 Caribbean | [ ]  |
| D3 Any other black African or black Caribbean background. Please give details. | [ ]        |
| **Other ethnic group** |
| E1 Arab | [ ]  |
| E2 Any other ethnic group. Please give details. | [ ]        |
| Prefer not to say | [ ]  |
| **Religious belief** – how would you describe your religion or belief? Please tick or provide details where appropriate. |
| Buddhist | [ ]  | Muslim | [ ]  |
| Christian | [ ]  | Sikh | [ ]  |
| Hindu | [ ]  | No religion | [ ]  |
| Jewish | [ ]  | Prefer not to say | [ ]  |
| Other belief. Please give details. | [ ]        |
| **Country of birth** |
|        |

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| You may submit your application and equal opportunities monitoring to northwood.primary@knowsley.gov.uk  |



**Reference Consent Form**

Should my application be successful, I hereby give consent for my current employer to release information regarding my employment inclusive of:

* Job title
* Salary details
* Employment start and end date, including any previous service details recorded under the modification order
* Contract status
* Contracted hours
* Reason for leaving
* Sickness information

to Northwood Community Primary School.

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| Full Name: |  |
| Date of Birth: |  |
| Payroll Number / National Insurance Number: |  |
| Signature: |  |
| Date: |  |