Privacy Notice

Who is collecting your data?

The School is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the School only. If we make an offer of employment, the School will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010.

What is being collected?

The information you provide us with in this form is provided with your fully **informed consent.** This includes:

- Name and contacts details (phone number, email, address)
- Previous work history and experience
- Referee contact details (ensure you have asked for their consent to use this)

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues
- Criminal Conviction Information

This information will not be shared outside of the School until an application is successful.

Do we share your data?

Information on this application form and notes made during the interview process are not shared with a third party if an offer of employment is not made.

Your rights.

You can see your rights in relation to the application by visiting https://ico.org.uk/your-data-matters/.
You may withdraw your consent for us to process your data at any point in the process prior to an acceptance of employment and we have 28 days to comply with the request.

Retention

Unsuccessful candidates application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

Signature – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.
I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.

By signing this notice, I explicitly consent for my personal information to be processed by the School in line with the recruitment process in relation to this application only. I understand I can withdraw my consent to use my personal information in this application at any point prior to accepting an employment offer.

Signature: Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

Teachers Job Application

Job Reference Number: Closing Date: 12noon 6th June 2023

Job Title: Teacher Interview Date: TBC

Service/Location: Schools

Return address:
Frederick Bird Primary School
Swan Lane
Coventry
CV2 4QQ

admin@frederickbird.coventry.sch.uk

Personal Details – Please complete this section in capital letters

Last name:……. Title:……...First Name(s)……..

Any previous names: ……..

Address:…….. ……

Post Code:……...……

Home Telephone Number:……..…Mobile Telephone Number:……..……...……..

Other Contact Number:……

E-mail Address……..……..

DFE Teacher Ref No:

……..……..

Current Employment Status

Employed ☐ Unemployed ☐ Redeployee ☐

Are you eligible to work in the UK? YES/NO
Do you require a work permit? YES/NO

National Insurance Number: ……

First Reference (Current or last employer):	Second Reference:
Name and address:	Name and address:
Telephone No: E-mail Address: In what capacity do they know you?	Telephone No: E-mail Address: In what capacity do they know you?
If you are known by another name please state:	If you are known by another name please state:
Please confirm you have asked for consent from your referee in order for us to process their information for the purpose of this application. YES/NO	Please confirm you have asked for consent from your referee in order for us to process their information for the purpose of this application? YES/NO
Can we take up references without contacting you beforehand? YES/NO	Can we take up references without contacting you beforehand? YES/NO

If your current or last employer is not from a teaching post or a post where you have worked with children, your second reference will need to be a contact from your last appointment/placement in that environment.

Please list any dates you are unavailable for interview:	Continuous Local Government service dates(if applicable).

Current or Last Occupation Name and address of current/last employer:	Job Title: Date Appointed: Notice Required: Present or last Salary:

Please list all previous positions, including any voluntary work, explaining any gaps in employment.

Date from	Date to	Employer/Organisation	Post Held, (Key Stage/Subject)	Salary/Grade	Reason for Leaving

Please state if you are a member of a particular institute or registered body relevant to the post applied for.

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification).
Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

Level	School/College/University	Subject/Course Title	Result

Further Education

Name of College or University	From	To	Degree (subject, class & division)	Date

Teaching Qualification (Certificate/Diploma/GTP/RTP) – Particulars of subjects studied	Type and date of award
Other Qualifications – Particulars of Course(s) and Award(s)	Date of Award
Additional Professional Qualifications and Membership of Professional Associations	Dates awarded
Details of other relevant courses attended during the past 3 years	Dates

Personal Statement

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification. You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

Please continue on a separate sheet if necessary

Working Time Directive - Are you intending to hold additional jobs? YES/NO
If yes, please state the number of hours you will be working in other jobs in this box
This information is required to ensure we comply with the Working Time Regulations.

Are you related to any senior officer of this Authority or any member of the Governing Body or staff of the school? If so, give name, position and relationship.

NB: A candidate who knowingly fails to disclose such a relationship will be disqualified from appointment.

Rehabilitation of Offenders and Disclosure and Barring Service – Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure and a check of the DCSF List 99 (a list of people who are banned from working with children). Criminal records will be taken into account only when a conviction is relevant to the post you are applying for. We collect this information in line with our employee privacy notice.

Disability – The City Council welcomes applications from disabled people. This means that the City Council is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process? YES/NO