



Liverpool  
City Council

## APPLICATION FOR EMPLOYMENT

### 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 Palmerston School and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by or on behalf of Palmerston 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 personal 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 a Liverpool City Council Company and/or to third party organisation providing administration or other relevant services to Palmerston School.

The Liverpool City Council contact for data protection matters is: The Data Protection Officer, Cunard Building, Water Street, Liverpool, L3 1AH.

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 Palmerston School (a Community School under Liverpool City Council).

Liverpool City 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.

## 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](#), 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](#).

More information about what will be filtered and will not appear on a DBS certificate can be found [here](#).

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact [Nacro](#) or [Unlock](#) 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.

### **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.**



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## APPLICATION FOR EMPLOYMENT

### 1. Personal Details

Title:		First name(s):		Last name:	
Former first name(s):		Former surname(s):		Known as:	
Current Address (including postcode:			Daytime contact number:		
			Home telephone number:		
Email address for contact purposes:			Mobile telephone no:		
National Insurance Number:			What is your preferred method of contact?		

### 2. Job Details

Job Applied for:		Job Ref Number:	
Closing Date:		Please state where you saw this post advertised:	

### 3. Teachers Only

Teacher Reference Number:					
Qualified Teacher Status:	Yes/ No	Date:	Statutory Induction Year completed (if qualified after May 1999):	Yes/ No	Date:

#### 4. Membership of Professional Bodies

Professional Body / Association	Current status/ Membership no:

#### 5. Current or Most Recent Employment Details

Employment status:			
Job title:		Salary/Grade:	
Other benefits:		Date appointed:	
Employer name and address (including postcode):		Work email:	
Noticed required: (if applicable)		Employee number: (if applicable)	
If you are not currently in employment, please confirm the following:			
Date of leaving:		Reason for leaving:	

**6. Education, Training and Development** – relevant for the post you are applying for

Secondary Education, college, university or training establishment attended:	Qualifications or course details:	Awarding body:	Date of award:

## 7. Employment / Education History

Please provide a full history of employment including periods of post-secondary education or training, and part-time and voluntary work. Please start with your most recent employer and finish with the date that you left secondary education. Please ensure that you provide explanations for periods when not in employment, education or training and reasons for leaving.

From MM/YY:	To MM/YY:	Employment status: (Employed / Education / Voluntary work / Not working)	Name and address of employer / education establishment / voluntary organisation	Job title:	Salary:	Reason for leaving / Reason for gap in employment:

Have you ever accepted voluntary severance, voluntary early retirement or discretionary compensation from Liverpool City Council?

*Please provide details*

**8. Person Specification – Essential Criteria.** Please provide clear examples of your ability, experience and qualifications against the criteria on the person specification, focusing on the essential criteria.



**9. References.** Please provide the names of two referees, one of which must be your current and most recent employer (if applicable). References cannot be from relatives or from people writing solely in the capacity of friends.

**PLEASE NOTE:** If you are applying for a post that involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.

	<i>Referee One</i>	<i>Referee Two</i>
Name:		
Job Title:		
Contact Address (including postcode):		
Contact email address:		
Contact telephone number:		
Relationship to applicant:		

## 10. Declaration

I certify that the information contained in this application form is accurate and true. I am not barred from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body including outside of the UK.

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 declaration.

I declare that I have read, understand and accept the statements set out in the data protection clause on page one and the guidance referenced in pages two and three.

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](#).

<b>Signed:</b>		<b>Date:</b>	
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**Thank you for your application.**

Please return to us via [palmerston-ao@palmerston.liverpool.sch.uk](mailto:palmerston-ao@palmerston.liverpool.sch.uk)