

**PRIVATE & CONFIDENTIAL**

**Application Form**

If completed correctly this form will capture all information that is necessary for your application.

As a matter of policy, only an application made using this form and including answers to all compulsory sections and fields will be considered (unless special circumstances apply and are explained in the Continuation Sheet toward the end of this form). Curricula Vitae will not be accepted. Compulsory sections and fields are marked with an asterisk.

Please return this form to The Head Teacher, Littledown School, Slough, Berkshire, SL1 3QW by the closing date. Forms received after the closing date will not be considered. Please note the privacy notice at the end of the form.

**Position applied for:\***

**Closing date:**

**Your details\***

**Title:**

**Surname:**

**Other names:**

**Home telephone number:**

**Mobile telephone number:**

**Email address:**

**Home address:**

**Please select how you prefer to receive correspondence:**

**General details\***

**National Insurance Number:**

**Are you entitled to work in the UK?**

**Do you a Certificate of Sponsorship?:**

**Do you hold a full driving licence?:**

**Have you applied to us for employment previously?**

*If the answer to the question above is ‘yes’ please provide the date of your application and the position applied for:*

**Qualified Teacher Status / NCTL Instructor**

**Note: this section is compulsory if you are applying for a teaching position.**

**Do you have QTS?**

*If the answer to the question above is ‘yes’*

**What is the QTS award date?**

**What is the QTS Teacher Reference Number?**

**Are you registered as a teacher or instructor by the NCTL?**

*If the answer to the question above is ‘yes’*

**What is the registration date:**

**What is the Teacher Reference Number (TRN)?**

**Current or Previous Employment\***

**What is name of your current (or if you are not currently working, previous) employer?**

**When did your employment with this employer begin?**

*Note: please ensure you use DD.MM.YY date format*

**If you are not still employed by this organisation, please say when your employment ended**

*Note: please ensure you use DD.MM.YY date format*

**What is the address of your current (or if you are not currently working, previous) employer?**

**Please give your job title and a brief description of your duties and responsibilities:**

**What type of employment was this?**

*If you are still working for this organisation, please say how much notice of resignation you are required to give:*

**Please state your reason for leaving (or wanting to leave):**

**What is/was your basic salary per annum?**

**Please give details of any additional payments and benefits:**

**Employment History\***

*Please note:*

* *You must include all periods of employment since leaving full time education*
* *Any gaps in employment must be accounted for in the section that follows*
* *All dates must be accurate and given in DD.MM.YY format*
* *Please use the continuation section at the end of this form if necessary and ensure you supply all six items of information for each employer*

**Employer 1**

**Organisation’s name:**

**Organisation’s address:**

**Start date:**

**End date:**

**Your job title:**

**Reason for leaving:**

**Employer 2**

**Organisation’s name:**

**Organisation’s address:**

**Start date:**

**End date:**

**Your job title:**

**Reason for leaving:**

**Employer 3**

**Organisation’s name:**

**Organisation’s address:**

**Start date:**

**End date:**

**Your job title:**

**Reason for leaving:**

**Employer 4**

**Organisation’s name:**

**Organisation’s address:**

**Start date:**

**End date:**

**Your job title:**

**Reason for leaving:**

**Periods not employed\***

*Please note:*

* *Please provide the start date, end date and reason for all periods not included in the Employment History detailed above.*
* *All dates must be accurate and given in DD.MM.YY format*

**Qualifications\***

*Please note:*

* *Details of all relevant qualifications held must be provided*
* *Original certificates of qualifications relied upon in this application will be required*

Secondary Education

**School name:**

**School address:**

**Date you first attended:**

**Date you left:**

**Please give details of all qualifications, grades and the awarding bodies:**

Further Education

**University / College name:**

**University / College address:**

**Date you first attended:**

**Date you left:**

**Please give details of all qualifications, grades and the awarding bodies:**

Other Qualifications

**Please give details of any other qualifications (e.g. vocational) and includes the dates on which these were awarded:**

Professional Bodies

**Please give details of any professional body/ies you are a member of:**

**Safeguarding Questions\***

**Do you have any convictions, cautions, reprimands or final warnings that are not protected under the Rehabilitation of Offenders Act 1974 (as amended)?**

**Yes**  **No**

**If your answer to the question above is ‘yes’, please provide details in a sealed envelope marked ‘confidential’ and send the envelope to the name and address at the top of page 1 of this form. If this applies to you please tick this box**

**Have you ever had any sanction or restriction imposed by the NCTL, TRA or any predecessor body, or the Department of Education?**

**Yes**  **No**

**If your answer to the question above is ‘yes’, please provide the expiry date:**

**Have you ever been issued with a Prohibition Order or Interim Prohibition Order?**

**Yes**  **No**

**If your answer to the question above is ‘yes’, please provide the expiry date:**

**Supplementary Questions**

**(Teaching posts only) Please give details of special areas of teaching interest:**

**If you have any relationship/s with any employee or governor of the school please identify all such persons and the nature of your relationship/s with them:**

**Where did you hear of this vacancy?**

**What are your interests or hobbies?**

**If you have any condition or disability that requires adjustment/s to this recruitment process, please provide information about this below:\***

**References\***

*Notes:*

* *Please supply two referees who are in a position to answer questions about your suitability for this position and who are not related to you in any way other than on a professional basis*
* *One referee must be from your most recent previous employer. If you have worked with children in the past one referee must be from this employer*
* *Internal candidates will please note that the line manager must be one of the referees*
* *Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain references prior to interview*

Referee 1

**Name of referee:**

**Referee’s Job Title:**

**Referee’s email address:**

**Referee’s telephone number:**

**Referee’s postal address:**

Referee 2

**Name of referee:**

**Referee’s Job Title:**

**Referee’s email address:**

**Referee’s telephone number:**

**Referee’s postal address:**

**Personal Statement**

*Notes:*

* *Please see any applicable candidates’ guidance notes.*
* *Please give your reasons for applying for this position.*
* *Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment.*
* *In particular please explain how you meet the person specification and provide clear examples to show this; you will be shortlisted against these criteria.*

**Declarations\***

**I declare that the information I have provided in this application form is true, accurate and complete:**

**I understand that if there are inconsistencies or inaccuracies in the answers I have given these will be investigated:**

**I understand that if I make a false statement in my application this may result in my application being rejected, any future employment with the school being terminated, and / or the matter being referred to the Police:**

**I have not been placed on either the Childrens’ List or the Adults’ List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body. I have no convictions, cautions, reprimands or final warnings that are not ‘protected’:**

**I understand that Disclosing and Barring Service clearance checks will be undertaken:**

**Date:**

**Privacy notice for Applicants for Employment**

We are committed to protecting the privacy and security of your personal information. We only collect and use personal data in line with the General Data Protection Regulation, the Data Protection Act and any other applicable laws and regulations.

This Privacy Notice informs you (the ‘data subject’) about our processing activities: the data we hold, why we use it, how long we will retain it for, and other relevant information.

Any questions and requests regarding personal data may be sent to our Data Protection Officer by sending an email to: littledown-dpo@azteq.com or by phone: 01442 244444 or by post: AzteQ Group Ltd, The Maylands Building, Hemel Hempstead Industrial Estate, Hemel Hempstead, HP2 7TG.

**APPLICABILITY**

This notice is issued by The Specialist Education Trust (the ‘data controller’); it applies only to Applicants for Employment. This notice does not form part of any contract between us and you.

This notice applies only in relation to your application for employment. If you are successful in your application, you should refer to our privacy notice for employees.

**DATA PROTECTION PRINCIPLES**

We ensure any personal data we hold about you is:

• Used lawfully, fairly and in a transparent way

• Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes

• Relevant to the purposes we have told you about and limited only to those purposes

• Accurate and kept up to date

• Kept only as long as necessary for the purposes we have told you about

• Kept securely

**THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect, store, and use the following categories of personal information about you:

• Availability for work

• Commencement / termination dates

• Contractual requirements

• Correspondence

• Criminal record checks / details (S)

• Date of birth

• Details of recommendation

• Disabilities (S)

• Duties and responsibilities

• Employer name

• Employment type

• Experience, knowledge or understanding

• Home address

• Home telephone

• Job titles

• Name

• NI number

• Notes

• Notice period

• Other benefits

• Pay rate, history or other remuneration

• Personal attributes

• Personal email address

• Personal mobile

• Previous name

• Qualifications and training

• Reason for leaving

• Referees and related information

• Right to work documents

• Signature

• Work address

• Work email address

• Work mobile

• Work telephone

• Working hours

We collect, store and use “special categories” of more sensitive personal information in line with our policies, these categories are marked (S) in the list above. Special categories of personal data are more sensitive personal data which require a higher level of protection.

**WHAT LEGAL BASES DO WE RELY ON?**

We use the types of personal data above on the following legal bases:

• When we need the information to perform a contract with you.

• When we need to comply with our legal obligations.

• Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

• Where we need to protect your vital interests (or someone else’s vital interests).

• Where it is needed in the public interest or for official purposes.

**WHY DO WE PROCESS THIS INFORMATION?**

The situations in which we will process your personal information are listed below:

• ANALYSIS - To undertake data analytics for internal management purposes

• AUDIT - To retain information that may be relevant to an audit

• CLAIMS - To retain documents that may be relevant to legal claims

• CARE – To comply with our duty of care and consider adjustments

• CONTRACT - To generate appropriate contractual documentation

• DUTY - To comply with a duty owed to a 3rd party

• ELIGIBILITY - To ensure staff are entitled to work in the UK

• LAWFUL - To ensure our activities are within the law

• LEGITIMATE INTEREST – (i.e. to appoint the best suitably qualified applicant to a vacancy)

• LIFE - To protect health and wellbeing

• LITIGATION - To comply with our legal duty of disclosure

• PUBLIC - To further broader public interests

• QUALIFICATION – To ensure staff are suitably skilled and trained

• RECRUITMENT - For the purposes of recruitment

• REGULATOR - To comply with a requirement of our regulator

• SAFEGUARDING - To ensure we comply with our duties to protect children and vulnerable adults

• SHARING - To share relevant information with a 3rd party organisations who have a right to know it

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

**WHERE DID WE COLLECT THIS DATA FROM?**

We collect information for Data Subjects directly and from one or more of the sources below:

• Employment agencies or businesses

• The Disclosure and Barring Service (DBS)

• Former employees or workers who may have recommended you

• Those you gave as referees

**ARE YOU UNDER ANY OBLIGATION TO PROVIDE THE PERSONAL DATA?**

Where we process Personal Data to comply with our legal obligations you must provide this information.

If you fail to provide certain information when requested we may be prevented from: performing the contract we have entered into with you, complying with our legal obligations, or achieving our legitimate interests.

**WHO DO WE SHARE THIS INFORMATION WITH?**

We may use third-party service providers (the ‘processors’) to process data for us under strict instructions and under a binding contract with us in these areas:

• Payroll

• Pension administration

• IT services

• Cloud-based storage

• Outsourced HR

• Data Protection Consultancy

• Legal advisors

• Accountancy services

Processors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

**TRANSFERS TO OTHER COUNTRIES OR TO INTERNATIONAL ORGANISATIONS**

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

**WILL THE INFORMATION BE USED FOR AUTOMATED DECISION MAKING OR PROFILING?**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

**HOW LONG DO WE KEEP THIS INFORMATION?**

We retain personal data in these categories for these periods:

DBS documents

6 months following commencement of employment unless relevant to ongoing employment in which case duration of employment plus 6 years

Information relevant to allegations of abuse

As per Keeping Children Safe In Education statutory guidance (i.e. to age 65 or 10 years whichever is longer)

Employment application documents

6 months from the end of the recruitment process if application unsuccessful and for the duration of employment plus 6 years if successful

Legal claims

Duration of any litigation (actual or intimated)

Personnel file data

Duration of contract plus 6 years

Right to work documents

Duration of employment plus 2 years

Working time opt-out records

Duration of contract and at least 2 years from creation date

**RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process.

Under certain circumstances, by law you have the right to:

• Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

• Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

• Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

• Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

• Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

• Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please notify us on the email address above. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**COMPLAINTS**

If you have any concerns or complaints about data protection you should first raise this with us using the contact details provided above.

If you have a complaint or concern that has not been remedied by us, you may choose to raise this with the Information Commissioner’s Officer (ICO). Visit www.ico.org for more information.