



# APPLICATION FOR EMPLOYMENT

## Data Protection

**Handling personal data correctly is important to us. Specifically:**

- 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 our selection processes of and in connection with any subsequent employment, unless otherwise indicated.
- The personal data will be initially controlled by St Margaret's 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, not related to named individuals, is used for statistical monitoring purposes.
- 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 third party organization, providing administration or other relevant services to St Margaret's.
- The contact for data protection matters at St Margaret's is: Mark D'Arcy, Director of Business and Finance, St Margaret's C of E Academy, Liverpool L17 6AB.
- 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 St Margaret's. We are an equal opportunities employer and welcome 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

St Margaret's will undertake all of the DfE pre-employment checks outlined in the statutory guidance, [Keeping Children Safe in Education](#), including:

### Disclosure and Barring Service ('DBS') Check

The school is legally obligated to process an enhanced DBS check before making appointments to relevant posts. 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.

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) provide 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. ('Regulated activity' refers to certain roles that involve working with children or vulnerable adults, such as teaching and providing care). 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.

Do you have a DBS certificate?	YES	NO
If yes, when was it issued?		
Are you a member of the DBS update service?	YES	NO

### 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 have 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.

In the last 10 years, have you lived or worked outside of the UK for 12 months or more?	YES	NO
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## **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 [here](#). We will also 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.

## **Section 128 direction**

For all applicants for management positions within school, we will check for what are known as “*Secretary of State Section 128 prohibition-from-management directions*”.

## **Right to Work in the UK**

We 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.**



# APPLICATION FOR EMPLOYMENT

## 1 Personal Details

Title:		First name/s:		Last name:	
Former First name/s:		Former Surname/s):		Known as:	
Current Address			Daytime contact number:		
Postcode			Home telephone number:		
E-mail address:			Mobile telephone number:		
National Insurance Number:			What is your preferred method of contact		

## 2 Job Details

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

## 3 Teachers Only

Teacher Reference Number:		
Do you hold Qualified Teacher Status?	YES	NO
If 'Yes', when did you qualify?		
If you qualified after May 1999, have you completed your statutory induction year?	YES	NO
If 'Yes', when did you complete it?		

#### 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:	
Employer name and address (including postcode):		Date appointed:	
Your work email:		Noticed required:	
<b>If you are not currently in employment, please confirm the following:</b>			
Reason for leaving:		Date of leaving:	

## 6 Education, Training and Development

Secondary Education (from age of 11), College, University or Training establishment attended, <b>with dates</b>	Qualifications achieved / course details.	Grade / Class <b>NB:</b> grades / classes of all Level 3 (or higher) qualifications <b>must</b> be given.	Date of Award MM/YY

## 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. Continue on a separate sheet if necessary.

From MM/YY	To MM/YY	Employment status (ie. Employed, in education, voluntary work or not working)	Name and address of employer / Education establishment / voluntary organisation.	Job title	Salary	Reason for leaving / Reason for gap in employment

## 8 Person Specification – Essential Criteria

Please send a covering letter with this application form. Your letter should provide clear examples of your ability, experience and qualifications against the criteria set out in the person specification, focusing on the essential criteria. It should be addressed to the Principal, and be no longer than two sides of A4, font size 12.

## 9 References

Please provide the names of **two** referees; **one of which must be your current and most recent employer** (if applicable) (*i.e.* the Headteacher, if you work in a school).

References cannot be from relatives or from people writing solely in the capacity of friends.

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

	Referee One	Referee Two
Name:		
Job Title:		
Contact Address		
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 1 and the guidance referenced in pages 2 and 3.
- 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](#).

Signed:		Date:	
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**Thank you for your application.**

***Please return this form via e-mail to [admin@stmargaretsacademy.com](mailto:admin@stmargaretsacademy.com), or by post to  
St Margaret's C of E Academy Aigburth Road, Liverpool L17 6AB.***