

Short Form Privacy Notice for Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which accompanies this application form. Our privacy notice can also be found on our school website which details how we use your information.

Why Do We Collect This Information?

Once you have applied form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment – current or most recent employment, previous employment history, education, qualifications & training history, personal statement, references, criminal convictions declaration, employment monitoring & declaration.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

SAFEGUARDING

It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children:

<https://www.osmani.towerhamlets.sch.uk/our-school/policies>

London Borough of Tower Hamlets

Application for Employment

Job applied for:

Please answer the questions fully, referring to the Selection Criteria and provide examples of the relevant abilities and experiences you have gained. **CVs are not accepted.** Any applications received after the closing date will not be considered.

Please email returned applications to: **office@osmani.towerhamlets.sch.uk**

The information you supply on this form will be treated in confidence

Personal details

Last name:

First name:

Address:

Post code:

Country:

NI number:

Email:

Preferred Telephone Number:

Are you applying for a job share?

Yes ☐

No ☐

if yes, do you have a job share partner? Yes ☐ No ☐

Do you hold a UK/EU Passport?

Yes ☐

No ☐

Or what visa do you currently hold?

Do you require sponsorship (previously a work permit)?

For Teachers:

Date of recognition as a qualified teacher in England/ Wales:

n/a

DfE reference number:

n/a

If qualified after May 1999, in which school was induction completed?	n/a
Have you ever been subject to an investigation by your employer, the GTC or Independent Safeguarding Authority?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please state details and outcome in separate sealed envelope marked 'Confidential'. This will only be opened if you are called to interview.
For NQTs only: Have you provided evidence of passing the Skills Tests? Please tick or cross	Numeracy Literacy

If you are successful you must provide evidence of the above details prior to your appointment

Current or most recent employment/voluntary work	
Employer:	
Job Title:	
Address:	
Post code:	
Current/last salary:	
Grade:	
Benefits:	
Start date:	
Date of leaving (if applicable):	
Reason for leaving:	
Period of notice:	

Brief description of main duties/responsibilities:

Previous Employment or Work Experience Record

Please provide full details of all your previous paid/unpaid employment in date order since leaving full-time education, explaining any breaks. Continue on another sheet if necessary.

Name of employer/type of business	Position held, duties and responsibilities	Reason for leaving	Dates from – to

Education Qualifications and Training Please continue on another sheet if necessary.

Name of Schools, Colleges, Universities	Name of Course	Start date (full date) End date (full date)	Qualifications and Grade achieved

Membership of Professional Organisations and Institutions

Please provide details of any other relevant qualifications or records of achievement (e.g. courses attended), including membership of professional bodies. (Please note, if you are appointed we will need to see your original qualification certificates. Continue on a separate sheet if necessary).

Professional Bodies or Institution	Membership status	Date obtained	By examination (Yes /No)

Personal Statement

Abilities, skills, knowledge and experience

Please use this section to explain in detail how you meet all of the requirements of the Selection Criteria and why you consider yourself suitable for the post. This should include all aspects of your education and experience, including paid or voluntary work, study or training that are relevant to this position. [Continue on another sheet/attachment if necessary.](#)

References

Please provide the details of **two** principal referees and **one** back-up referee. These must be people to whom you are not related and to who can provide information relating to your work experience and suitability for the post. As a minimum, one should be your current employer, or (if unemployed) most recent employer. **For those already working in a school, the main referee must be your current Headteacher.** In the case of school/college/university leavers, your tutor.

Please note that we reserve the right to approach any of your previous employers for a reference and for education posts, references must be taken up in advance of interview.

In accordance with Safer Recruitment practises for positions within education and social care, reference details must be provided for all employment for the previous four years. (Additional information can be submitted during an interview).

Main Reference 1		Main Reference 2
Name:		
Job title:		
Work relationship:		
Organisation:		
Address:		
Post code:		
Telephone:		
E-mail: Please ensure this is correct		
May we approach them now?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reference 3 (will be used in case of no response from one of the above)		
Name & job title:		
Work relationship:		
Organisation & address:		
Telephone & email:		
May we approach them now?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Relatives/other interests	
Any candidate who directly or indirectly canvasses a Councillor or senior officer of the Council will be disqualified.	
Are you related to or do you have a close personal relationship with a Member (Councillor) or employee of the London Borough of Tower Hamlets, or with any pupil, employee or governor of the school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details under separate cover, which will only be opened if you are called to interview.	
If appointed, do you have any interests, carry out any work or hold any appointments that may conflict with this Council's employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify:	
Criminal convictions <p>As this post involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974.</p> <p>If shortlisted for interview you will be asked to complete a 'Disclosure of Criminal Record' form declaring any convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes). This information will only be seen by those involved in the recruitment process and any disclosures will be discussed at interview.</p> <p>A DBS (formerly CRB) check will be carried out if you are offered the post.</p> <p>Failure to disclose any conviction(s), whether spent or not, may lead to the withdrawal of the offer of employment.</p> <p>Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences. Our policy on the recruitment of ex-offenders is available on request.</p>	

Privacy Notice for Applications

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice. Our full privacy notice for staff is available on request from our HR Officer.

What Information Do We Collect and Why Do We Collect It?

We collect the information from this application form in order to take a decision on recruitment and take steps to enter into a contract with the successful candidate.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers, including Tower Hamlets Council for the monitoring of the Equality and Diversity policy. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law, (including for the successful candidate Education Personnel Management for our Enhanced Disclosure and Barring Service, through their secure portal and Tower Hamlets Payroll for salary purposes).

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. For successful candidates this will be for 6 years after your employment ends; for unsuccessful candidates this will be for 6 months after the date of appointment of the successful candidate, after which it will be securely destroyed.

Statement to be signed by the applicant

The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes.

I have read, and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

I confirm that to the best of my knowledge, the information provided in this application form is true and correct and provides a fair representation of my skills and work experience. I understand that providing false or misleading statements or withholding information may result in withdrawal of an offer of employment or disciplinary action including dismissal from the Council.

I hereby give consent to the collection, storage, and processing of my personal data.

Please note: If you are returning this form by e-mail, you will be asked to sign your application upon being called for interview. Candidates selected for interview will be notified within three weeks of the closing date.

Signed:

Date:

PLEASE DO NOT FORGET TO RETURN THE SEPARATE EQUALITIES MONITORING FORM WITH THIS APPLICATION FORM.

London Borough of Tower Hamlets

Employment Monitoring

Tower Hamlets Council has an equality and diversity policy and is keen to ensure that the policy is working effectively. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

About you

Last name:

Post code

Where did you see this vacancy advertised? *name of newspaper/journal, Council vacancy bulletin, friend etc.*

Gender

Are you

Female ☐

Male ☐

Transgender ☐

Is your gender identity the same as the gender when you were born with?
 Yes ☐ No ☐ Decline to State ☐

Applying for:

Full time ☐

Part time ☐

Job Share ☐

Sexual Orientation

Bisexual

☐

Gay man

☐

Heterosexual/ Straight

☐

Lesbian women

☐

Decline to state

☐

Age

Date of birth
(dd/mm/yyyy):

Ethnicity			
Asian/ British Asian			
Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Vietnamese	<input type="checkbox"/>	Asian other (specify)	<input type="checkbox"/>
Black/ Black British			
Caribbean	<input type="checkbox"/>	Somali	<input type="checkbox"/>
Other African	<input type="checkbox"/>	Black other (specify)	<input type="checkbox"/>
Mixed/ Dual Heritage			
White & Asian	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
White & Black Caribbean	<input type="checkbox"/>	Mixed other (specify)	<input type="checkbox"/>
White			
English	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
White other (specify)	<input type="checkbox"/>	Gypsy/ Roma	<input type="checkbox"/>
Declined to State		<input type="checkbox"/>	
Other ethnic background (specify)			
Specify (from above)			

Religion / Belief			
What is your religious belief?			
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Decline to state	<input type="checkbox"/>
Other (specify)			

Disability	
Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to State <input type="checkbox"/>	
If yes:	
Learning difficulty	<input type="checkbox"/>
Long standing illness/ health condition	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Physical impairment	<input type="checkbox"/>
Sensory impairment	<input type="checkbox"/>
Other (Specify)	
What do we mean by a disability The Disability Discrimination Act defines disability as 'a physical or mental impairment with long term, substantial effects on ability to perform day to day activities Examples of Disabilities The following list of conditions or impairments is given as a guide only and is not meant to be exclusive. We have provided this list as it may help you to answer the question. Hearing, speech or visual impairments (if you wear glasses or contact lenses this is not normally considered a disability) Co-ordination, dexterity or mobility (eg polio, spinal cord injury, back problems, repetitive strain injury) Mental health (e.g. schizophrenia, depression, severe phobias) Speech impairment (e.g. stammering) Learning Disabilities (e.g. Down's syndrome) Other physical or medical conditions (eg diabetes, epilepsy, arthritis, cardiovascular conditions, haemophilia, asthma, cancer, facial disfigurement, sickle cell, dyslexia etc).	

Declaration

Confirm that to the best of my knowledge, the information provided in this employment monitoring form is true and correct.

I hereby provide consent to the collection, storage and processing of my personal data.

Signed

Date