**Pulford Church of England Voluntary Aided Lower School**

**Application for Employment - Support Staff Posts**

Pulford School is committed to safeguarding and promoting the welfare of

children and/or vulnerable adults and expects all staff and volunteers to share this

commitment.

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| SECTION A | **Job Details** | |
| Job applied for: | |  |

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| SECTION B | **Personal Information** | | |
| Surname: | |  | |
| First Name: | |  | |
| What title do you use?(For e.g. Mr/Mrs/Miss/Ms/Dr): | |  | |
| Address (including post code): | |  | |
| **How may we contact you quickly:** | | **Daytime** | **Evening** |
| **Telephone Number:** | |  |  |
| **Mobile Number:** | |  |  |
| **Email Address:** This address may be used to contact you during the recruitment process. | |  | |

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| SECTION C | **Current or most recent Employment/Voluntary Work** | | | |
| Name and address of organisation: | | | **Job held:** | **Current Salary/Pay Rate:** |
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| **Date of appointment:** | **Length of notice:** |
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| **Brief summary of duties and responsibilities:** | | | | |
| **Are you currently in employment?**  **Yes No** | | **If no, please state the date when last employment ended and the reason:** | |  |

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| SECTION D | **Educational and Professional/Specialist Qualifications** | | |
| **Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview.** (Please use an additional sheet if necessary) | | | |
| **Name and address of School,**  **College or University attended:** | | **Qualifications: (for example NVQ, GCSE, A level, Degree)** | **Grade/Result received:** |
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| SECTION E | **Training relevant to this post.** (Please use an additional sheet if necessary) | | |
| **Name of Organisation:** | | **Name of specialist training courses:** | **Result received:** |
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| SECTION F | **Employment History** | | | | |
| **Please give details of your full employment history in date order starting with the most recent.**  **You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps.**  (Please use an additional sheet if necessary) | | | | | |
| **Organisation’s name and address:** | | **Employment dates to nearest month** | | **Your role:** | **Reason for leaving:** |
| **From:** | **To:** |
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| **Please give details and reasons of any gaps in work history:** | | | | | |

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| SECTION G | **Application Details** |
| **With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.** | |
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| SECTION H | **References** |
| Please provide the names of two referees who can provide professional or academic references. The first must be your present or most recent employer / voluntary organisation. The person you name must hold a managerial or human resources position in that organisation and have access to your records. Please ensure that you provide an email address wherever possible as this greatly speeds up the recruitment process.  Pulford School is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all employees, volunteers and contractors to share this commitment. For roles working with children and / or adults at risk we will take up references prior to interview. If you do not wish us to take up a reference from your current employer please provide a third referee so that we still have two references prior to the interview.  Satisfactory references must be obtained before any formal offer can be confirmed. If you are applying for a role working with children or adults at risk and you are not currently working with these groups but have done so in the past, you must nominate a referee from an organisation where you were employed to work with children or adults at risk. The referees will be asked if you have any live disciplinary offences and also about any “time expired” disciplinary offences relating to children. In addition, they will be asked if you have been subject to any child protection or vulnerable adult protection concerns, and the outcome of any such enquiry or disciplinary procedure.  Pulford School reserves the right to request a reference from any organisation with which you have been associated. | |

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| **Referee from Present or Last Employer/Voluntary Organisation** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Second Referee** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| **Additional Referee – please provide an additional referee below if we are unable to contact your present employer prior to interview.** | | | | |
| **Referee Name:** |  | **Job Title:** |  | |
| Address (including postcode): |  | | **Telephone Number:** |  |
| **Email Address:** |  | **I agree to this reference being taken prior to any interview:** | | **Yes No** |

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| SECTION I | **Further Information** | |
| 1. Are you, to your knowledge, related to or do you have a close relationship with any member, officer or school governor? | | **Yes No** |
| 1. 2. Are you subject to any legal restrictions in respect of your employment in the UK? You will be required at interview to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service. | | **Yes No** |
| If you have answered 'yes' please give details below: | | |

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| Disclosure of Police Contact - Are you known to the police and children's local authority social care? Y/N |  |
| Disclosure of Child Protection Investigation - Have you been subject to any child protection investigation? Y/N |  |
| Documentation to Process DBS Check - I confirm that if appointed I will provide the appropriate documents to allow a DBS check to be undertaken. Y/N |  |
| Qualification Certificates Provided - I confirm that, I will provide the original copies of qualifications which I have declared as part of my application and which are an essential requirement for the role. Y/N |  |
| SPENT AND UNSPENT CONVICTIONS OR CAUTIONS - Excluding youth cautions, reprimands or warnings except those ‘protected’ as defined by the Ministry of Justice (for further details please see - Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk).  Do you have any spent or unspent convictions or cautions in any country? Y/N |  |
| PENDING PROSECUTIONS - Do you have any pending prosecutions in any country? Y/N |  |
| OVERSEAS INFORMATION - Do you have any relevant overseas information that would make you unsuitable to work with children? Y/N |  |

DISQUALIFICATION

It is a legal requirement for Schools and Academies to ensure that the individuals they employ are not disqualified from working with children who have not yet reached the age of 8. This applies to those working in Early and Later Years settings or where their employment will involve provision for children under the age of 8. By signing this form, you confirm that you are not disqualified from working within specified childcare settings under the 2018 Childcare Disqualification Regulations. If you are appointed you will be required to inform the Headteacher immediately if you become disqualified.

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| SECTION J | **Declaration** |
| I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it is correct.  I understand that any subsequent contract of employment with Pulford Lower School will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **If you lobby Governors or employees of the School, either directly or indirectly, in connection with your application you will be disqualified.** | |

**Please return your completed application form via email to:** office@pulfordschool.org

**External Job Applicant Privacy Notice**

As part of its recruitment process, Pulford School collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information do we collect?**

Pulford School collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration, including benefit entitlements;
* whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK.

Pulford School may collect this information in a variety of ways. For example, data might be contained in application form, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does Pulford School process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Pulford School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Pulford School may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Pulford School may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

**How does Pulford School protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does Pulford School keep data?**

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the school to change incorrect or incomplete data;
* require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Pulford School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.