

**Headteacher: Mrs. J. Götschel B.A., M.Ed**

**Please return completed form to:- Sheila Allport (s.allport@lordswoodtrust.co.uk)**

**Lordswood Girls' School & Sixth Form Centre**

**Knightlow Road, Harborne, Birmingham B17 8QB**

**Telephone Number: 0121 429 2838**

# APPLICATION FORM FOR A TEACHING POST

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**Lordswood Girls' School is committed to equal opportunities in employment, and we positively welcome applications irrespective of gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.**

**Please complete all sections of the form. If any section does not apply to you, please enter n/a.**

**Post Applied For: …………………………………………………………………………………………………………………..**

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| **SECTION A – PERSONAL DETAILS** |
| **Surname: ………………………………… Forenames: …………………………………. Title (Mr,Mrs,Ms): ………………….**  **Previous Surname (if applicable): ………………………………………………….. Date of Change: ……………………………………**  **Address:**  **…………………………………………………………………………………………………………………………………………………………………….**  **…………………………………………………………………………………………………………………………………………………………………….**  **…………………………………………………………………………………………………………………………………………………………………….**  **Telephone (H): ……………………………………………………………………………………………………………………………………………**    **Telephone (M): …………………………………………………………………………………………………………………………………………..**    **Email Address: ……………………………………………………………………………………………………………………………………………**  **Teacher Number: ……………………………………………………………………..**  **Continuous Start Date - applicable if you currently work in education: ……………………………………………………………..**  **Do you require a work permit? YES /NO**  **Do you have QTS, including skills tests if qualified post 2004? YES /NO**  **Main subject (where appropriate): ………………………………………………………………………………………………………………**  **Subsidiary subject: ………………………………………………………………………………………………………………………………………….**  **Other subject interests (e.g. sport, music, drama, community, languages):**  **…………………………………………………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………………………………………………………………………** |
| **Are you related to any employee or governor of the school? YES / NO**  **If you have answered yes, then please provide details:-**  **Name: …………………………………………………………………………………………………………………….**  **Position: ………………………………………………………………………………………………………………..**  **Relationship to you: ……………………………………………………………………………………………….**  **Retirement/Dismissal**  **Are you in receipt of a Teachers’ Pension? YES / NO**  **If you have answered yes, from what date did it take effect and what type of pension are you receiving**  **(i.e. Actuarially Reduced Benefits, Premature Retirement, Ill Health)?**  **……………………………………………………………………………………………………………………………………………………………..**  **Have you ever been dismissed from a school for misconduct? YES / NO**  **If you have answered yes, then please provide details:-**  **Date: …………………………………………………………………………………………………………………….**  **Name of School and LA: …………………………………………………………………………………………………………………….**  **Please attach full details of the reason for the dismissal in a sealed envelope, addressed as ‘Private & Confidential’ – for the attention of the Headteacher, and attach to the application form.** |
| **Induction**  **Did you qualify as a teacher after May 1999? YES / NO**  **If you have answered yes, please provide details of where the induction was served:-**  **………………………………………………………………………………………………………………………………………………………………...**  **Between what dates did you serve your induction? ………………………………………………………………………………..**  **Did you pass the induction? YES / NO**  **Do you have any period left to serve on your induction? YES / NO**  **If you have answered yes, how much longer have you got to serve? ………………………………………………………**  **Please attach copies of your induction reports for the period served.**  **Have you passed the numeracy and literacy skills test? YES / NO**  **(applicable to Newly Qualified Teachers only)**  **SECTION B – PRESENT OR MOST RECENT EMPLOYMENT**  **Job Title: ….………………………………………………………………………………………………….**    **Present Salary: ………………………………………………………………………………………………….**    **Notice Period: …………………………………………………………………………………………………**  **Date Joined: ……………………………………………………… Date Left (if applicable) ……………………………………………**  **Reason for Leaving (if applicable)**  **…………………………………………………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **Name and address of employer:**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **Telephone No:- ……………………………………………………………………………………………………………………………………………….**  **Main Duties**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **………………………………………………………………………………………………………………………………………………………………………..**  **…………………………………………………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………………………………….**  **…………………………………………………………………………………………………………………………………………………………………………**  **…………………………………………………………………………………………………………………………………………………………………………**  **SECTION C – EDUCATION, QUALIFICATIONS & TRAINING RELEVANT TO THE POSITION YOU ARE APPLYING**  **Please include details of secondary school, colleges and university attended:-**   |  |  |  |  | | --- | --- | --- | --- | | **From/To** | **School/College/University** | **Qualifications Obtained**  **(if applicable)** | **Results**  **& Grades** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **Training** |
| **Please list all in-service training and professional development undertaken with in the last three years:-**   |  |  |  | | --- | --- | --- | | **From/To** | **Organising Body** | **Course Title** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Membership**  **Please provide details of membership of any organisation(s) relevant to this post.**   |  |  |  | | --- | --- | --- | | **From/To** | **Organising Body** | **Course Title** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **SECTION D – PREVIOUS EMPLOYMENT** |
| **Please provide in sequence with the most recent first, details of any full, part-time, casual or voluntary employment you have had:-**   |  |  |  |  | | --- | --- | --- | --- | | **From/To** | **Position Held** | **Employer/Address** | **Responsibilities** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Please continue on a separate sheet if necessary.** |
| **Please explain any gaps in your education and employment history**    **………………………………………………………………………………………………………………………………………………………………**  **………………………………………………………………………………………………………………………………………………………………**  **……………………………………………………………………………………………………………………………………………………………..**  **Current Total Salary**  ***Please complete the applicable section/s that are relevant from the list below.***  **Unqualified Teacher Scale**  **Please provide the current point and monetary amount at which you are paid on the Unqualified Teacher Scale.**  **I am paid at Point …….. of the Unqualified Teacher Scale**  **The monetary amount is £ ……………....**  ***or***  **Teachers Main Scale**  **Please provide the current salary and monetary amount at which you are paid on the Teachers Main Scale**  **I am paid at Point …….. of the Teachers Main Scale**  **The monetary amount is - £ ………………..**  ***or***    **Teachers Upper Pay Scale**  **Please provide the current point at which you are paid on the Upper Pay Scale.**  **I am paid at Point ………. Of the Teachers Upper Pay Scale**  **The Monetary Amount is - £ ………………...**  ***If appointed to the post we will require written evidence that you have passed through the threshold.***  **TLR Payments**  **If you are paid a TLR payment please provide a breakdown below:**  **Current Salary Amount £…………………..**  **My current TLR Amount is £ …….……..**  **Any Other Allowances**  **If you are paid any other allowances please provide details and monetary amount/s:-**  **……………………………………………………………………………………………………………………………………………………………………………**  **……………………………………………………………………………………………………………………………………………………………………………**  **Additional Information**  **Please provide any further information which you feel will support your application.**  **You may also continue on a separate sheet(s) if you wish; please ensure that additional sheets are securely attached and include your name and the post that you are applying for.**  **Details of other activities, skills and interests** |
| **To be completed for first time Headship applications only**  **NPQH Award: YES /NO**  **Date of Award (if applicable): ……………………………………………………………….**  **Accepted onto NPQH Programme: YES / NO**  **Acceptance Date: ………………………………………………………………**  **Please attach letter of acceptance from NCSL** |
| **SECTION E – REFERENCES**  **Please provide two professional referees (who are not friends or relatives). At least one referee should be your present or last employer or school. Please note that if you are shortlisted, we will contact your referees prior to interview.** |
| **Reference 1**  **Name & Address**  **……………………………………………………………………………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………………………………………………………..**  **Occupation Length of Time Known**  **…………………………………………………………………. ………………………………………………………………**  **Relationship to you**  **………………………………………………………………….**  **Telephone Number ………………………………………………………………………………………………………………………………**  **Email address ………………………………………………………………………………………………………………………………** |
| **Reference 2**  **Name & Address**  **……………………………………………………………………………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………………………………………………………..**  **Occupation Length of Time Known**    **…………………………………………………………………. ………………………………………………………………**  **Relationship to you**  **………………………………………………………………….**  **Telephone Number ………………………………………………………………………………………………………………………………**  **Email address ………………………………………………………………………………………………………………………………** |
| **SECTION F – SKILLS, EXPERIENCE & KNOWLEDGE**  **Please state the reasons why you wish to apply for the position and give details of any experience, skills, training that you think is relevant, together with any other information in support of your application.** |
| **(Please continue on a separate sheet if necessary)** |
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| **SECTION G – DECLARATION** |
| **I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:-**  Enhanced Disclosure and Barring Service checks which are satisfactory to the Trust and confirmation that you are not listed on the DBS Barred (from working with children) list;  Evidence of entitlement to work in the United Kingdom;  Two suitable references which are satisfactory to the Trust;    Medical clearance – you being assessed as medically fit to work by the Trust’s  independent occupational health adviser;  That you hold any relevant qualifications required for the job.  It is a condition of your employment that you are not subject to any prohibition order under s.128 of the Education Skills Act 2008 or s.42 of the Education Act 2002. Should you become subject to a prohibition order your employment can be terminated without notice.  **I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.** |
| **Signature: …………………………………………………………………………………………**  **Print Name: …………………………………………………………………………………………**  **Date: ………………………………………………………………………………………...** |

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| **SECTION H - GENERAL DATA PROTECTION ACT (GDPR) 25th May 2018** |
| The **General Data Protection Regulation** (**GDPR**) which came into force on 25th May 25, **2018**, and has been designed to modernise laws that protect the personal information of individuals.  Article 10 of the GDPR states:  “Processing of personal data relating to criminal convictions and offences or related security measures based on Article 6(1) shall be carried out only under the control of official authority or when the processing is authorised by Union or Member State law providing for appropriate safeguards for the rights and freedoms of data subjects. Any comprehensive register of criminal convictions shall be kept only under the control of official authority.”  This means that Lordswood Girls’ School will either:   * process the data in an official capacity; or * meet a specific condition in Schedule 1 of the Data Protection Act 2018, and comply with the additional safeguards set out in that Act.   Please refer to the Staff Privacy notice at the end of this application form for further information on how information is shared and stored in line with the Data Protection Act 2018.  Applications forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.  **I, (print name)** ………………………………………………………..……………………  **Consent to the school recording and processing information detailed in this application form. I understand that this information may be used by the school in pursuance of its business purposed and my consent is conditional upon the school complying with their obligations under the General Data Protection Act 2018.**  **Signature:** ……………………………………………………………………………………  **Date:** ………………………………………………………………………………………….. |
| **SECTION I – EQUAL OPPORTUNITES MONITORING (CONFIDENTIAL)** |
| **We wish to continuously monitor, in the strictest confidence, the progress of our Equal Opportunities Policy and is recommended by the Commission for Racial Equality. Please help us by giving the fullest possible answers to the questions below.** Ethnic Origin **Please tick the box you consider best describes your ethnic origin:** A White  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | British |  | Albanian/  Kosovan |  | Roma |  | Irish |  | Bosnian |  |   Any other White background: ……………………………………………………….. B Mixed  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | White & Black  Carribean |  | White &  Asian |  | White &  Black African |  |  | Asian &  Black |  |     Any other Mixed background: ……………………………………………………….. C Asian or Asian British  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Indian |  | Kashmiri |  | Pakistani |  | Bangladesh |  |  |   Any other Asian background: ……………………………………………………….. D Black or Black British  |  |  |  |  | | --- | --- | --- | --- | | Caribbean |  | African |  |   Any other Black background: ……………………………………………………….. E Chinese or other ethnic group  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Chinese |  | Arab |  | Afghan |  | Kurdish |  | Vietnamese |  |   Any other: ………………………………………………………………………………. Gender  |  |  |  |  | | --- | --- | --- | --- | | **Male** |  | **Female** |  |     Date of birth ……………………………… Age …………………… Disability The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Do you have a disability as defined above?** | Yes |  | No |  |  |  | | --- | |  |   If all of the above does not apply to you, however you consider yourself to have a disability, please tick here   Employment Status  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Are you currently employed by the School** | Yes |  | No |  |   If yes, please state if you are employed on a temporary, casual or permanent basis:  ……………………………………………………………………   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Are you currently unemployed?** | Yes |  | No |  | |
| **J – CONFIDENTIAL DISCLOSURE – Rehabilitation of Offenders Act 1974** |
| **All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.**  The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account.  **Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:-**  **www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/filtering-rules-for-dbs-certificates-criminal-record-checks**  **Have you ever been convicted of a criminal offence which is not ‘protected’? YES / NO**  **If you have answered yes, please provide details of all convictions below and detach this page and place this in a sealed envelope marked ‘Confidential Disclosure’, addressed to the Headteacher, and attach to the application form. If you are shortlisted, your suitability to work with children will be explored and this will include disclosing convictions.**  **Failure to disclose any previous convictions could result in dismissal should it be subsequently discovered.**  **I confirm that the declaration of relevant criminal record as detailed above is accurate and complete**  **Signature: ………………………………………………………………………………………………………………………………………….**  **Full Name (printed): …………………………………………………………………………………………………………………………..**  **Date: ………………………………………………………………………………………………………………………………………………….** |



**Lordswood Girls’ School & Sixth Form Centre**

**Staff Privacy Notice**

**(How we use workforce information)**

## Lordswood Girls’ School & Sixth Form Centre is the Data Controller for the use of personal data in this Privacy Notice.

## The categories of school information that we process include:

* personal information (such as name, employee or teacher number, national insurance number)
* characteristics information (such as gender, age, ethnic group)
* contract information (such as start date, hours worked, post, roles and salary information)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)

This list is not exhaustive, to access the current list of categories of information we process please see the data asset register available from Sheila Foley, Data Protection Officer.

**Why we collect and use workforce information**

We use workforce data to:

1. enable the development of a comprehensive picture of the workforce and how it is deployed
2. inform the development of recruitment and retention policies
3. enable individuals to be paid

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Our legal basis for processing for the personal data:

Performance of a contract, namely a contract of employment.

Compliance with legal obligations to ensure all appropriate tax and national insurance payments are made.

Processing is necessary in order to protect the vital interests of the data subject or of another natural person.

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Any legitimate interests pursued by us, or third parties we use, are as follows:

To enable us to make appropriate wages/salary deductions on your behalf.

The special categories of personal data concerned are:

Trade union membership (if applicable)

Ethnic origin (if applicable)

Religious beliefs (if applicable)

Health data

Criminal record/convictions (if applicable)

**Collecting workforce information**

We collect personal information via application forms.

Workforce data is essential for the school’s / local authority’s operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us or if you have a choice in this.

**Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact Sheila Foley, Data Protection Officer on 0121 429 2838 or by email at s.foley@lordswoodtrust.co.uk.

**Who we share workforce information with**

We routinely share this information with:

* our local authority
* the Department for Education (DfE)

**Why we share school workforce information**

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

**Local authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

**Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Sheila Foley, Data Protection Officer on 0121 429 2838 or s.foley@lordswoodtrust.co.uk.

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses our data’ section of this notice.

**Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Sheila Foley, Data Protection Officer.

**Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 6th November 2019**.**

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Sheila Foley, Data Protection Officer.

**How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

* informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
* links to school funding and expenditure
* supports ‘longer term’ research and monitoring of educational policy

**Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

**Sharing by the Department**

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

* conducting research or analysis
* producing statistics
* providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

* who is requesting the data
* the purpose for which it is required
* the level and sensitivity of data requested; and
* the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

**How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you’re entitled to ask the Department:

* if they are processing your personal data
* for a description of the data they hold about you
* the reasons they’re holding it and any recipient it may be disclosed to
* for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>

**Contact**

If you would like to discuss anything in this privacy notice, please contact:

**Sheila Foley, Data Protection Officer**

**Telephone Number: 0121 429 2838**

**s.foley@lordswoodtrust.co.uk**