****

**APPLICATION FOR A TEACHING POSITION**

|  |  |  |
| --- | --- | --- |
| **Position Applied For:** | |  |
| **Name:** |  | |

**FOR OFFICE USE**

|  |  |
| --- | --- |
| **Date Received:** |  |

|  |
| --- |
| **Completed application forms should be returned to the**  **s.allport@lordswoodtrust.co.uk** |

|  |
| --- |
| **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**  Lordswood Girls’ School is an organisation where all employees are in a position of trust with children and young people. We must therefore obtain an Enhanced Disclosure and Barring Service (DBS) Disclosure for all staff appointed to the School.  We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  **Entitled to work in the UK?**  In order to comply with the Immigration, Asylum and Nationality Act 2006 we are required to ask for proof of your right to work in the UK. No appointment can be confirmed until evidence is produced. If you are selected for interview, we will ask you to bring the appropriate documents to the interview. |
| **GUIDANCE NOTES**  Please complete ALL sections of the application form paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process.  If you continue some of your answers on a separate sheet please make sure any additional sheets have your name on them and which section they relate to.  Receipt of your application form will be acknowledged by email. Should you be shortlisted, you will be invited to interview. During the interview you may be asked specific questions on any discrepancies or gaps in your application form. |

|  |
| --- |
| **DATA PROTECTION** |
| The personal information collected on this form will be processed on computer to manage your application. If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration. It will not ordinarily be disclosed to anyone outside the school without first seeking your permission, unless there is a statutory reason for doing so. We are under duty to protect the public funds that we administer and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. |

**PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname:** | | **First Names(s):** | | | **Title:** |
|  | |  | | |  |
| **Former Surname: (if applicable)** | |  | | | |
| **Address: (including Postcode)** | | **Contact Telephone Numbers:** | | | |
|  | | **Home:** |  | | |
| **Work:** |  | | |
| **Mobile:** |  | | |
| **National Insurance Number:** |  | | | | |
| **Email Address:** |  | | | | |
| **Do you need permission to work in the UK?** | | | | **YES / NO** | |
| **Teacher Ref No:** |  | **Are there any restrictions on your registration?** | | **\*YES / NO** | |
| **\*If YES, please provide details on a separate sheet.** | | | | | |

**PRESENT / MOST RECENT EMPLOYMENT (or current placement)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | | |
| **Job Title:** |  | | |
| **Address: (including Postcode)** | | **Date appointed:** |  |
|  | | **Current / Latest Salary:** |  |
| **Salary Scale & Point:** |  |
| **Threshold status:** |  |
| **Notice Period or date left:** |  |
| **Reason for leaving:** |  |
| **Contact Name:** |  | **Contact Telephone Number:** |  |

**YOUR CURRENT SCHOOL (or current placement school)**

|  |  |  |
| --- | --- | --- |
| **Number on roll:** | |  |
| **Most recent GCSE School % of students gaining 5 A\*-C /(9 – 5) :** | |  |
| **In your main subject,** | **Number of students entered:** |  |
| **Number of students gaining A\*-C /(9 – 5):** |  |
| **Most recent GCE A Level Average Total Points Score per student:** | |  |
| **In your main subject,** | **Number of students entered:** |  |
| **Number of students gaining A\*-C/ (9 – 5):** |  |
| **Briefly describe the character of the intake of students and the catchment area of your current school:** | | |
|  | | |
| **Do you currently hold any additional responsibilities? If so, please give details:** | | |
|  | | |
| **Are you currently involved in any extra curricular activities? If so, please give details:** | | |
|  | | |

**MEMBERSHIP OF PROFESSIONAL BODIES / PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date obtained:** | **Name of Body / Qualification:** | **Class / Grade of Membership:** |
|  |  |  |

**EDUCATION, TRAINING AND QUALIFICATIONS**

*Please give full details of all qualifications you have obtained from school, college and university, starting with the most recent first.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of School / College / University:** | **Dates Attended: (From/To)** | **Subject:** | **Qualifications: (including grades / class of diploma, degrees etc.)** | **Dates Obtained:** |
|  |  |  |  |  |

**WORK RELATED COURSES / TRAINING/ PROFESSIONAL DEVELOPMENT**

*Please give details of any training/ professional development you have completed which is relevant to this post.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Attended:** | **Length of Course:** | **Organising Body:** | **Course Title / Subject:** |
|  |  |  |  |

**PREVIOUS EMPLOYMENT**

*Please give full details of your employment history, starting with the most recent first (including all part time and voluntary posts).*

***Student teachers, please provided details of your previous placements***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates: (From & To)** | **Job Title:** | **Employer Name, Address & Tel No:** | **Salary:** | **Brief Outline of Duties (including whether this was full or part time or voluntary work:** | **Reason for leaving:** |
|  |  |  |  |  |  |

**CULTURE & ETHOS**

*Please indicate the contribution you would make towards promoting the School’s Culture and Ethos.*

|  |
| --- |
|  |

**INTERESTS AND LEISURE ACTIVITIES** *(including any relevant qualifications)*

|  |
| --- |
|  |

**CANDIDATES WITH DISABILITIES**

|  |  |
| --- | --- |
| **Do you require any special arrangements if shortlisted for interview?** | YES / NO |

**REFEREES**

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present/or most recent employer and normally no offer of employment will be made without reference to him/her. If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees. *One referee should be able to comment on your suitability to work with children and young people.*

|  |  |  |
| --- | --- | --- |
|  | **Referee 1:** | **Referee 2:** |
| **Title (e.g. Mr, Mrs, Miss):** |  |  |
| **Name:** |  |  |
| **Position:** |  |  |
| **Organisation:** |  |  |
| **Address:** |  |  |
| **Tel:** |  |  |
| **Email:** |  |  |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| If you return your application form to us by email and you are subsequently invited to interview, you will be required to sign a printed copy of your form.  I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, disciplinary action may be taken which may include dismissal from the post. | | | |
| **SIGNED:** |  | **DATED:** |  |
| **DISCLOSURE OF CRIMINAL CONVICTIONS FORM** | | | |

*This document must be completed and returned with your application form.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Protection of Children**  Lordswood Girls’ School & Sixth Form Centre is required under the law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service. Decisions to appoint will be subject to consideration of an enhanced disclosure from the Disclosure and Barring Service.  You must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.  Please answer the following questions. | | | | |
| Have you ever been convicted of a criminal offence? | **YES** |  | **NO** |  |
| Have you ever been cautioned for a criminal charge? | **YES** |  | **NO** |  |
| Are you at present the subject of a criminal charge or investigation? | **YES** |  | **NO** |  |
| Is there any other relevant information that you wish to disclose? | **YES** |  | **NO** |  |
| If **YES to any of the above questions**, please give details including dates. | | | | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Successful applicants will receive the Safeguarding Policy that outlines the duties and responsibilities of the employer and all employees. | | | | |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the above response is, to the best of my knowledge, correct. | | | |
| **Signed:** |  | **Dated:** |  |
| **Printed:** |  | | |

|  |
| --- |
| **EQUAL OPPORTUNITIES MONITORING FORM** |

*This document must be completed and returned with the Application Form*

|  |  |
| --- | --- |
| **Position Applied For:** |  |

|  |  |
| --- | --- |
| **Name:** |  |

|  |
| --- |
| Lordswood Girls’ School & Sixth Form Centre is committed to the principle of equality in employment. This form will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application. |

**PLEASE MARK THE RELEVANT BOXES AND USE CAPITAL LETTERS WHERE APPLICABLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Gender:** | | | |
| Male |  | Female |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age:** | | | | | |
| 16 – 25 |  | 26 – 35 |  | 36 – 45 |  |
| 46 – 55 |  | 56 + |  | Prefer not to say |  |

**DISABILITY**

*To make positive changes, Lordswood Girls’ School & Sixth Form Centre wants to address the different barriers faced by disabled people.*

*What do we mean when we say disability?*

* *Do you have a physical or mental impairment?*
* *Is it long term?*
* *Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to have a disability or long term health condition?** | | | | |
| Yes |  | No |  | What is the impact of your disability or health condition? |
| Prefer not to say | | |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Please indicate whether the post is: (tick all that apply)** | | | | | | | |
| Full-time |  | Part-time | |  | Term-time Only | |  |
| Casual / Supply |  | Job Share | |  | Fixed Term / Temp | |  |
| Other (please state) |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Where / how did you hear about this vacancy?** | | | | | |
| Local Press |  | TES Paper |  | TES Website |  |
| Internal Applicant |  | Job Centre |  | University / College |  |
| Other (please state) |  |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your sexual orientation?** | | | | |
|  |  |  |  |  |
| Bisexual |  |  | Heterosexual/Straight |  |
| Gay man |  |  | Prefer not to say |  |
| Gay woman/Lesbian |  |  | Other (please state below) |  |
|  |  |  | |  | | --- | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What is your legal marital or same sex status?** | | | | |
|  |  |  |  |  |
| Single |  |  | Civil partnership |  |
| Married |  |  | Prefer not to say |  |
| Married, same sex partner |  |  | Other (please state below) |  |
|  |  |  | |  | | --- | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please indicate your religious background:** | | | | |
|  |  |  |  |  |
| Buddhist |  |  | Christian |  |
| Hindu |  |  | Jewish |  |
| Muslim |  |  | Prefer not to say |  |
| No religious background |  |  | Other (please state below) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Which ethnic group do you most identify with? Please choose one section for (a) to (e), and tick the appropriate box.** | | | | | |
| **(a)** | **WHITE** |  | **(d)** | **BLACK OR BLACK BRITISH** | |
|  | British |  |  | Caribbean |  |
|  | Irish |  |  | African |  |
|  | Any other white background |  |  | Any other black background |  |
|  |  |  |  |  |  |
|  |  |  |  |  | |
| **(b)** | **MIXED** |  | **(e)** | **CHINESE OR OTHER ETHNIC GROUP** | |
|  | White & Black Caribbean |  |  | Chinese |  |
|  | White & Black African |  |  | Other Ethnic Group |  |
|  | White & Asian |  |  |  |  |
|  | Any other mixed background |  |  |  |  |
|  |  |  | **(f)** | Prefer not to say |  |
|  |  |  |  |  |  |
| **(c)** | **ASIAN OR ASIAN BRITISH** |  |  |  |  |
|  | Indian |  |  |  |  |
|  | Pakistani |  |  |  |  |
|  | Bangladeshi |  |  |  |  |
|  | Any other Asian background |  |  |  |  |
|  | |  | | --- | |  | |  |  |  |  |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Information from this form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request [and on payment of a fee] the right of access to personal data held about them. | | | |
| **SIGNED:** |  | **DATED:** |  |
| **PRINTED:** |  | | |



**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**