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| Application for Employment | | |
| The school values diversity and is striving to be an Equal Opportunity Employer | | |
| We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment  Please complete in black ink or type | | |
| Post applied for: |  | School/Department:  **Harper Green School** |

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| **Personal** | | |
| Surname: Dr/Mr/Mrs/Miss/Ms  Previous name(s): |  | Forename(s): |
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| Address:    Postcode: |  | Date of Birth: |
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| E-mail address: |
|  |
|  | Contact numbers:  Daytime:  Evening:  Mobile: |
| NI Number: |  |

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| **Education, job related qualifications & specialised training** | | | |
| School/College | Qualifications/training  Proof of job related qualifications will be required | From  month/year | To  month/year |
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| How did you find out about this job, e.g. which publication? | | | | |
| **Present/most recent appointment** | | | |
| Job title: |  | Employer's name & address: | |
| Start date: |  |
| Leaving date: |  |
| Weekly wage/salary: |  |
| Notice required: |  | Email address: | |
| Purpose of job: | | |

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| **Employment background**  Please detail chronologically all previous work experience, unpaid and paid, voluntary, non-teaching as well as teaching, since leaving secondary/further education and explanations for any gaps (if applicable) | | | | | | | | | |
| From month/  year | To month/  year | Place of work/employer (if applicable) | Scale/  grade | | | Title/  responsibility | | | Reason for leaving |
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| Have you ever been dismissed by any of the above employers? | | | | | | | | | |
| If Yes, further details may be required from you. **Yes** | | | |  | **No** | |  | (please tick) | |

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| **References References will be sought prior to interview** | | | | | | | | | | | |
| Please give the name and address of two persons from whom references may be obtained, **one of these should be your current employer/Head Teacher**. Applicants for voluntary aided schools may wish to include a referee from their relevant Church background. If not currently working with children or vulnerable adults, then one reference should be from a previous employer in a role related to this client group, if applicable. **References from friends or relatives will not be accepted**. | | | | | | | | | | | |
| Employer |  | Non-Employer |  | (please tick) |  | Employer | |  | Non-Employer |  | (please tick) |
| Name: | | | | |  | Name: | | | | | |
| Address: | | | | |  | | Address: | | | | |
| Telephone No: | | | | | Telephone No: | | | | |
| Fax: | | | | | Fax: | | | | |
| Email: | | | | |  | | Email: | | | | |

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| **REHABILITATION OF OFFENDERS ACT 1974**  Owing to the nature and location of the work, the post is exempt from the previous provisions of the above Act, therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. **The Council will check information provided under this heading.**. | | | | | | | | |
| Have you ever been convicted of any criminal offence (including cautions, bind-overs and any pending prosecutions)?  **Please refer to the Guidance Notes before answering this question** | | | | **Yes** |  | **No** |  |  |
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| Are you disqualified from working with children or vulnerable adults or subject to any sanctions imposed by a regulatory body i.e. GSCC? | | | | **Yes** |  | **No** |  |  |
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| In order to comply with our **Valuing Diversity Policy**, **Yes**  please indicate if you have a disability? | | | | |  | **No** |  |  |
| If YES, do you require any adjustments to the selection process? **Yes** | | | | |  | **No** |  |  |
| If YES, please give details in your application | | | | | | | | |
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| Do you wish to **job share?** (if available) **Yes** | | | | |  | **No** |  |  |
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| Current legislation means that you will need to provide documentary evidence (for example National Insurance Number) showing your entitlement to work in the UK. You should be aware that you will be asked to provide this prior to appointment. | | | | | | | | |
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| Are you related to any member of the Council, Senior Officer or Governing Body? | | | | | | | | |
| If Yes, please give details **Yes** | | | | |  | **No** |  |  |
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| **Data Protection Act**  In accordance with the Act, you should be aware that the personal details submitted with this application form will be used only for selection and interview procedures and for employment records if the application is successful. Your information will be stored securely and only accessible to relevant persons in the course of their duties. | | | | | | | | |
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| **Declaration**  I declare that, to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate. | | | | | | | | |
| **Signature:** |  | **Date:** |  | | | | | |
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| Your application, when completed, should be returned to:  **Harper Green School**  **Harper Green Road**  **Farnworth**  **Bolton**  **BL4 0DH** | | | | | | | | |

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| **Relevant skills, knowledge and experience** |

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| Please use this page to show how you meet the items on the Person Specification.  (Continue on an additional sheet if necessary) **Please note no more than two A4 sides of paper**.  Please see the Guidance Notes for further information. |

**Recruitment Privacy Notice**

**Policy Statement**

We are Leverhulme Academy Church of England and Community Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

* information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
  + confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
  + information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
  + your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
  + medical check to indicate fitness to work;\*
  + a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
  + if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
  + equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Mrs M Cunningham – HR Manager - Rivington and Blackrod High School

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact the Headteacher. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Miss M Jefferies.