**CONFIDENTIAL**



**THE DOWNS SCHOOL**

**APPLICATION FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for appointment as**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(This form should be typed or written clearly in black or blue ink. Please complete the section below in block capitals).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | Forename(s) |  | | |
| Previous Surname |  | | Title |  |  | |
| Date of Birth |  | | Nationality |  | | |
| Home Address |  | | | | | |
|  | | | | | |
|  | | Post code |  | | |
| Home Tel: Mobile: Work Tel: | | | | | | |
| E.Mail: | | | | | | |
| Do you hold a full driving licence? | | Yes / No | NI Number |  | | |
| Have you previously sought employment with The Downs School? If so, please give details. | | Yes / No | Do you have eligibility to work in UK? | | | Yes / No |
| Details | | | Are you required to have a work permit? | | | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECONDARY AND HIGHER EDUCATION**  **(you may be asked to produce certificates)** | | | |
| Dates (Include months) | | Name and address of school, College, Polytechnic or University | Examinations passed  (Please give Grades and Dates) |
| From | To |
|  |  |  |  |

|  |  |
| --- | --- |
| Other qualifications held | Dates awarded |
|  |  |

|  |  |  |
| --- | --- | --- |
| Please list your work experience since leaving full time education starting with your present or most recent employment.  *(Continue on an additional sheet if necessary)* | | |
| Dates (include months)  From To | Employers name and address | Job title  Brief summary of duties and reason for leaving |
|  |  |  |
| Present or last basic salary / wage? |  | |
| Additional payments or benefits? |  | |
| Notice required? |  | |

**Convictions/Disqualifications**

Please give dates and details of any convictions for driving offences, and/or disqualifications from driving or performance of professional duties.

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account.

Yes No

Are you included in the list of people barred from working with children or vulnerable adults maintained by the Disclosure and Barring Service (DBS) under the Safeguarding Vulnerable Groups Act 2006? If you have answered ‘Yes’ please give details including dates on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Chair of the shortlisting panel and enclose it with this form

Yes No

**Rehabilitation of Offenders Act 1974**

If you are applying for a position that involves contact with children or vulnerable adults or handling data of a sensitive nature you will be required under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 to declare any information about convictions, past cautions or prosecutions pending. If after interview it is decided to offer you the post you will be required to complete a DBS disclosure application form which will be processed through the Disclosure and Barring Service *Please detail the offence(s), including spent convictions, in a sealed envelope and staple it to this application.* The existence of criminal convictions will not necessarily be a bar to employment. Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children and vulnerable adults if you are excluded from such work by virtue of a court order or exclusion by the DCSF, Doha and ISA.

A copy of West Berkshire Councils policy on the employment of ex-offenders and the DBS Code of Practice are available on request. If the DBS discloses a conviction which you had failed to disclose, this may disqualify you from appointment, or result in summary dismissal if the discrepancy is identified.

**Canvassing**

In order to ensure transparency in the selection process please state whether you are related to, or in a close personal relationship with an employee of The Downs School.

Name Relationship

Position

|  |  |
| --- | --- |
| What are your interests? | |
| How did you hear of this vacancy? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please gives the names, addresses and telephone numbers of two referees, one of which should be your present or last employer or headteacher / tutor if you are a school or college leaver. Please state your relationship to referee. | | | | | |
| 1 | | | 2. | | |
| Tel no: | | | Tel no: | | |
| E.Mail Address: | | | E.Mail Address: | | |
| Relationship: | | | Relationship: | | |
| May we approach this referee before interview? | | Yes / No | May we approach this referee before interview? | | Yes / No |
| **Please give your reasons for applying for this position and outline the skills and experience, which in your view make you a particularly suitable candidate.** | | | | | |
| I declare that the information set out in this application form is true in all respects and I understand that false information may render me liable to dismissal if I am appointed. | | | | | |
| **Signed** |  | | **Date** |  | |

**Privacy Notice - Job Applicants**  **Data controller: The Downs School**

**Data protection officer: DPO@thedownsschool.org**

As part of any recruitment process, the 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 does the school collect?**

The 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 (including additional teaching information where appropriate), skills, training, 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;
* details of any convictions and/or disqualifications
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The school may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The school may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The school will seek information from third parties during the selection process (such as references) and prior to a job offer being made.

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 the school process personal data?**

The school needs to process data, following your application and prior to entering into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The 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 the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Personnel Manager, interviewers involved in the recruitment process, SLT and Governors. Heads of Faculty/Department and IT staff may also access to the data if it is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The school may then share your data with employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks and any third party HR or Payroll provider to enable contractual documentation to be produced and to pay you.

The school will not transfer your data outside the European Economic Area.

**For how long does the school/trust 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 the school to keep your personal data on file, the school will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.*

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel 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; and
* object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact DPO@thedownsschool.org

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 the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.