

Teaching

Application Form

CONFIDENTIAL



**The Downs School**

**Compton**

**Newbury**

**Berks**

**RG20 6NU**

**Tel: 01635 270000**

**Fax: 01635 579084**

**recruitment@thedownsschool.org**

# 1 Vacancy Details

Job applied for:

Where did you see the role advertised?

# 2 Person Details

Contact Details:

Home:

Work:

Mobile:

Email:

Are we able to contact you at work?

Yes No

Are you required to have permission to work in the UK?

Yes No

You will be required to provide evidence of eligibility to work in the UK.

Title:

Forename(s):

Surname:

Any previous surnames (please include dates of when used):

Address:

Postcode:

National Insurance Number:

Date of birth:

Teacher Reference Number:

If qualified after 7 May 1999, have you completed your statutory induction year? Yes No

Date of Completion

Name of Local Authority where induction period was completed:

Are you subject to any conditions or prohibitions?

No Yes If yes please give details:

Do you have UK Qualified Teacher Status? Yes No

Have you taken Ill Health Retirement from teaching? Yes No

# 2 Additional Teaching Information

#  3 Newly Qualified Teachers – Only NQTs to complete this section

Please provide details of teaching experience gained through teaching placements (Use a separate sheet if required):

# 4 Present or most recent employment, voluntary work or role

Job title:

Hours worked:

Dates employed:

(Include months)

Notice period:

Current salary plus allowances:

Age range taught:

Name of employer

(School/LA):

Name and type of school including address:

No on Roll:

£

Key duties:

# 5 Reason for leaving or wishing to leave

Information is required to comply with the provisions of the Working Time Regulations 1998.

Will you continue in any other employment, should you be offered this appointment?

Yes No

Starting with the most recent first, please give a continuous employment history detailed from leaving full time education including part time, full time and unpaid work. Do not include the details provided in Section 2 of the application form. Continue on a separate sheet if necessary. Please include the name of the LA of any school you have been employed in.

 Name of employer (including LA), Dates of Position status Main Duties Reason for

 job title, salary & benefits. employment (Full /Part-Time) leaving Month and Year

 Please detail any gaps of employment including the reason for the gap and dates.

 Reason for break in employment: Dates:

# 6 Previous Employment

Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. Please also provide details of courses undertaken that you did not complete. If study was on a part time basis please specify.

 Date Examinations taken Awarding Body Grade obtained (From/ to months) Level & subjects or expected

# 7 Education, Qualifications and Training

# 8 Higher Education & Teaching Qualifications

If you gained QTS via an employment based route, please give details and the date QTS was awarded. If you are currently working towards QTS please give the likely date of completion and the route being followed:

 Date Examinations taken Awarding Body Grade obtained (From/ to months Level & subjects or expected

Please list any training, which you have undertaken that is relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Date Name of Course

Please indicate membership of any organisation(s) relevant to the job.

 Name of organisation Type of membership Is membership current?

# 9 Membership of relevant organisations

# 10 Skills, abilities, experience and achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** and attach if necessary.

## Convictions/Disqualifications

Please give dates and details of any convictions for driving offences, and/or disqualifications from driving or performance of professional duties. You are not required to disclose fixed penalty notices.

## If you are applying for a post that involves regulated activity with children you are required under the Rehabilitation of Offenders Act Order 1974 to disclose any convictions, cautions, reprimands, final warnings or prosecutions pending that are not or would not be subject to filtering. See DBS guidance on filtering.

## Have you ever been convicted of any criminal offences or been officially cautioned, reprimanded or warned or have prosecutions pending in relation to any offences?

##

## Yes No

##

## 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.

## Are you included in the list of people barred from working with children or vulnerable adults maintained by the Disclosure and Barring Service under the Safeguarding Vulnerable Groups Act 2006?

 Yes No

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.

**Rehabilitation of Offenders Act 1974**

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 inclusion on the DBS Barred List.

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

# 11 Additional Information

**Declaration**

I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.

I understand that if I am appointed, personal information about me will be computerised for personnel/employee administrative purposes in accordance with the Data Protection Act 1998. This may include analysis for management purposes and statutory returns. In signing this form I give my authority for use of my personal data for these purposes.

 **Signature Date**

All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful you details will be kept for a period of six months and will then be destroyed.

Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** **are not acceptable.** We reserve the right to contact any or your previous employers.

N.B If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children.

If you are applying for a post working with children, current or previous employers will be asked about disciplinary offences including penalties that are “time expired” which relate to children. Details of any other child protection concerns that have not resulted in disciplinary action will also be requested.

# 12 References

Name Position/Occupation

of Referee

 Telephone Number

Address

Fax

Email

Relationship to yourself

Name of

Referee Position/Occupation

 Telephone Number

Fax Number

Email

Address

 Relationship to yourself

References will normally be taken up on all shortlisted candidates prior to interview. If you are successful at interview a contract of employment will not be issued until two references deemed satisfactory by the employer have been received.

First Name: Last Name:

Date of Birth: Post Title (as advertised):

The Downs School supports the principle of equal opportunities in employment and opposes all forms of unlawful and unfair discrimination. In pursuit of this policy The Downs School will use its best endeavours to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise in order to achieve and maintain an efficient workforce. The Downs School aims to ensure that job applicants and employees are treated equally and fairly and are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective and job related criteria. We will also ensure that individuals are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the safe and effective performance of the job.

To ensure that The Downs School’s equal opportunities policy is being implemented and to comply with legislation, please complete and return this form. **This information will be used solely for monitoring purposes and will not be available to those involved in the selection process.**

# 13 Equal Opportunities Monitoring Form

**Sex Discrimination Act 1975**

Female: Male: Single: Married: Widowed: Divorced:

**Race Relations Act 1976**

How would you describe your ethnic origin?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | **Mixed** | **Asian or Asian Black** | **Black or Black British** | **Other Ethnic Groups** |
| British | [ ]  | White & BlackCaribbean | [ ]  | Indian | [ ]  | Caribbean | [ ]  | Chinese | [ ]  |
| Irish | [ ]  | White & BlackAfrican | [ ]  | Pakistani | [ ]  | African | [ ]  | Any otherethnic group | [ ]  |
| Any other Whitebackground | [ ]  | White & Asian | [ ]  | Bangladeshi | [ ]  | Any other blackbackground | [ ]  |  |  |
|  |  | Any other mixed background | [ ]  |  |  |  |  |  |  |

|  |
| --- |
| **Religion** (mark one box only) |
| Buddhist [ ]  | Christian [ ]  | Hindu [ ]  | Jewish [ ]  | Muslim [ ]  |
| Sikh [ ]  | None [ ]  | Other [ ]  | Prefer Not to Say [ ]  |

|  |
| --- |
| **Sexual Identity** (mark one box only) |
| Bisexual [ ]  | Gay [ ]  | Heterosexual [ ]  |
| Lesbian [ ]  | Other [ ]  | Prefer Not to Say [ ]  |

**Disability Discrimination Act 1995**

The definition of disability, as outlined in the Disability Discrimination Acts 1995 and 2005 is as follows: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day- to- day activities.”

We guarantee to interview disabled applicants who meet the **essential** requirements for the post.

Under this definition, do you consider yourself to be disabled? Yes No

Please state any particular assistance or facilities you may require in attending an interview.

# 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.