Application Form for Special Educational Needs & Disability Lead Teacher

**Please return with a CV, copies of educational / professional teacher certificates and a Supporting Statement (see Section G), to** [ShellRecruit@fieldworkeducation.com](mailto:ShellRecruit@fieldworkeducation.com)

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| **A. PERSONAL DETAILS** | | | | | | | |
| Surname: | |  | | | | | |
| Forenames: | |  | | | | | |
| Present Location: | |  | | | | | |
| Address for correspondence: | | | | | | | |
|  | | | | | | | |
| Telephone (+ country code): | | |  | | Mobile: | |  |
| E-mail: |  | | | | | | |
| Permanent Address (if different from above): | | | | | | | |
|  | | | | | | | |
| Telephone (+ country code): | | |  | | Mobile: | |  |
| **PLEASE NOTE: THE INFORMATION REQUESTED BELOW IS A LOCAL LABOUR LAW AND VISA APPLICATION REQUIREMENT** | | | | | | | |
| Marital Status: Married/ Single/ Divorced/ Separated/ Engaged (highlight as appropriate) | | | | | | | |
| Date and Place of Birth: | | | | | | Age: | |
| Passport Number: | | | | Expiry Date: | | Nationality: | |

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| **B. QUALIFICATIONS AND EXPERIENCE** | | | | | |
| Examinations at Degree level: | | | | | |
| Date | Subject/Course | | Grade (Min of 2.2) | | Awarding Body |
|  |  | |  | |  |
| Examinations at Postgraduate level: | | | | | |
| Date | Subject/Course | | Grade | | Awarding Body |
|  |  | |  | |  |
| Teaching Qualifications: | | | | | |
| Date | Qualification | Age group qualified to teach | | Awarding Body | |
|  |  |  | |  | |
| Other relevant professional qualifications in the field of Special Educational Needs & Disability: | | | | | |
| Date | Subject | Qualification/Level | | Awarding Body | |
|  |  |  | |  | |

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| **C. OTHER PROFESSIONAL INFORMATION** | | | |
| Your teacher registration number (if applicable) | |  | |
| Age groups you are qualified for and prefer to teach | Early Years: **3 to 5years**  Yes  No | **5 to 7 years**  Yes  No | **8 to 12 years**  Yes  No |
| Specialist Subjects (i.e. those subjects which you have had experience of teaching or leading): | | | |
|  | | | |
| Details of any other specialist teaching skills: | | | |
|  | | | |
| Detail your experience delivering the International Primary Curriculum (IPC) or equivalent: | | | |
|  | | | |
| Detail your experience delivering Literacy and Mathematics with the National Curriculum for England: | | | |
|  | | | |
| Detail your experience of using Information Communication Technology (ICT or Computing) across the curriculum: | | | |

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| **D. DETAILS OF FURTHER PROFESSIONAL DEVELOPMENT AND/OR RELEVANT TRAINING COURSES ATTENDED** | |
| Title and details of study/course (starting with most recent): | Dates: |
|  |  |

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| **E. EMPLOYMENT SINCE GRADUATION (please explain any gaps)** | | | | | |
| Name and address of school /company (starting with most recent) | | From/Until | Position held | Position and year groups taught (if relevant) | Reasons for leaving |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

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| **F. REFERENCES** | | | | | |
| Please give the names, addresses and telephone numbers of three people who can provide references.  **One of these must be your current Head Teacher or employer.** | | | | | |
| **1** | Name |  | | | |
|  | Relationship |  | | | |
|  | Address |  | | | |
|  | Telephone (+ country code) | |  | E-mail |  |
| **2** | Name |  | | | |
|  | Relationship |  | | | |
|  | Address |  | | | |
|  | Telephone (+ country code) | |  | E-mail |  |
| **3** | Name |  | | | |
|  | Relationship |  | | | |
|  | Address |  | | | |
|  | Telephone (+ country code) | |  | E-mail |  |

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| **G. SUPPORTING STATEMENT OF APPLICATION** |
| Please **attach** a supporting statement **(no longer than two sides of A4)** entitled:  ***‘How I will be an effective Special Educational Needs & Disability Lead Teacher at RAIS’*** |

**JOB APPLICANTS - PERSONAL DATA COLLECTION STATEMENT**

**Data Protection Notice**

By completing this application form, you will be providing us with certain personal data about yourself. This notice sets out how we will process this data and comply with the various laws to which we are subject to ensure that we deal with your personal data in an appropriate manner.

**Who are we?**

Your personal data is processed by Fieldwork Education (the company), on behalf of the school you apply to, and the company or school will be the data controller of that personal data. We may pass your data between other schools for the purpose of your recruitment selection and if you are taken on, as part of your employment. Where reasonably necessary or required to do so, we may disclose these details to third parties in relation to law enforcement or regulatory investigation and also for the purpose of conducting any pre-employment checks.

**What personal data may we collect about you and why?**

As part of your recruitment process we may collect:

* your contact details, CV or résumé, application form details, interview notes, identification number, and your visa, passport or permission to work documentation;
* health details (via an occupational health assessor, limited to a declaration of fitness to work).

We may also undertake criminal records to assess your suitability for the position. We do not conduct any vetting of applicants aside from ascertaining an applicant’s legal ability to work.

We shortlist applicants using a manual selection process, considering appropriate experience and skills for the job.

If you are taken on to work at a school, we will collect other personal data which is documented on our Internal Data Protection Policy.

**On what basis will we assess your application?**

We will assess your application on the basis of your suitability to the advertised role.

**What legal basis do we have for using your personal data?**

We process your personal data in order to assess your application prior to entering into an employment contract and pursuant to laws to which the school is subject (e.g. in relation to equal opportunities). This processing is a necessary pre-condition of entering into any future contract with you and for the school to fulfil its employment duties with respect to other employees and you yourself (should you be employed by the schools we assist with their recruitment). If you are unable to provide us with the information requested, we may be unable to assess your appropriateness for the job applied for or to communicate with you.

**When do we send your personal data abroad?**

We hold your personal data principally in the country in which you apply for a role. However, it is sometimes necessary for us to provide details about your application to schools situated outside the European Economic Area for the purposes of your selection. When we do so, we will ensure that such transfers ensure that an appropriate level of protection is given to the personal data (and we use EU approved “Model Clauses” where appropriate in order to ensure this). The Data Protection Officer can provide you with a copy upon request.

**How long do we keep your personal data for?**

We keep records of your data for no longer than is necessary for the purpose for which we obtained them and any other permitted linked purposes. If your application is unsuccessful, we will keep your details on file for up to 12 months or longer for the purposes of further job opportunities if you agree to such longer periods. Deletion of files may be suspended where required by law or to defend ourselves if we consider a complaint or dispute to be likely.

**What are your rights in relation to the personal data we collect?**

If you are situated in the EU, you have certain rights in relation to your personal data. Please be aware that certain exceptions apply to the exercise of these rights and so you will not be able to exercise these in all situations. In addition, these will vary in different EU member states.

* + 1. **Subject Access**: You have a right to be provided with access to any data held about you by the company, generally within 1 month of your request.
    2. **Rectification**: You can ask us to have inaccurate Personal Data amended.
    3. **Erasure**: You can ask us to erase Personal Data in certain circumstances and we will take reasonable steps to inform other controllers that are processing the data that you have requested the erasure of any links to, copies or replication of it.
    4. **Withdrawal of consent**: You can withdraw any consents to processing that you have given us and prevent further processing if there is no other ground under which the company can (and does) use to justify the processing your Personal Data.
    5. **Restriction**: You can require certain Personal Data to be marked as restricted whilst complaints are resolved and also restrict processing in certain other circumstances.
    6. **Portability**: You can ask us to transmit the Personal Data that you have provided to us and we still hold about you to a third party electronically.
    7. **Raise a complaint**: You can raise a complaint about our processing with the data protection regulator in your jurisdiction (for example in the UK, Information Commissioner's Office).
    8. **Prevent processing:** You can require the company to stop any processing based on the legitimate interests ground unless the company’s reasons for undertaking that processing outweigh any prejudice to your data protection rights.

**Refer requests from Data Subjects to the Data Privacy Officer**

If you are in the EU and in certain other countries, you may be entitled to exercise such rights in relation to our processing of your personal data. If you would like to exercise these rights, please contact the Data Privacy Officer who will advise you of the company’s specific responsibilities in relation to your request.

**Your contact for any queries** [Compliance@nordanglia.com](mailto:Compliance@nordanglia.com)

Nothing in this statement shall limit the rights of potential employees under applicable data protection laws.

**Signed: Date:**

By signing below and submitting this application you expressly acknowledge and agree that:

The information contained in this application is, to the best of your knowledge, accurate and truthful. You recognise that any falsified material will result in your application being disregarded and any offer of employment being withdrawn.

You confirm that you have no criminal record which would debar you from taking up a post requiring contact with young people of school age.

If you are successful, you will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service (you can find further details on [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)) or for a police check/clearance from your home/resident country.

You consent to this document and your CV being shared with relevant people who will be assessing your appropriateness for the role in question.

**Signed: Date:**