



Teacher Application Form Guidelines

Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

	Job Details
	<ul style="list-style-type: none"> • Please insert the vacancy job title of the job you are applying for, your initials and surname.
SECTION A	Current or most recent Employment
<p>If you are currently teaching, complete the first box in full, otherwise complete the second box as follows:</p> <ul style="list-style-type: none"> • Briefly describe the duties and responsibilities you held during this employment. Include any duties that you consider to be of particular relevance to the post you are applying for. • Provide details of any other jobs (paid or unpaid) that you intend to continue doing (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organisations). • Indicate whether you are currently employed. 	
SECTION B	Employment History
<ul style="list-style-type: none"> • Please give details of your full employment history in date order, starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults. 	
SECTION C	Secondary Education and Qualifications (e.g. GCSE)
<ul style="list-style-type: none"> • Please list details in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. 	
SECTION D	Further or Higher Education and Qualifications
<ul style="list-style-type: none"> • Please provide details of any recognised qualifications or courses attended which are relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. 	
SECTION E	Professional Courses Attended as a Teacher
<ul style="list-style-type: none"> • Please provide details of any additional training you have attended that is relevant to the post you are applying for. 	
SECTION F	Other Relevant Experience, Interests and Skills
<ul style="list-style-type: none"> • Please use this section to explain how you meet each of the requirements of the job as detailed in the Person Specification. Provide examples to illustrate your knowledge, skills and experience. 	
SECTION G	References
<ul style="list-style-type: none"> • Please provide details of two referees, include a third if you would prefer your current employer not to be contacted prior to interview. References will be sought prior to interview. 	
SECTION H	Personal Information
<ul style="list-style-type: none"> • Please complete this section fully. 	

SECTION I	Further Information
<ul style="list-style-type: none"> Answer the five questions in this section. 	
SECTION J	Declaration
<ul style="list-style-type: none"> If you are printing the application form, please sign this section, print your name and date it. If you are sending the application form electronically, you will be asked to sign this section at interview if you are short listed. Giving false information may result in withdrawal of an offer of employment or dismissal. 	

Part 3: Personal Information and Declarations

We collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the Data Protection Act.

Equal Opportunities Policy Statement

We are committed to Equal Opportunities. We wholeheartedly accept our legal obligations under:

- The Race Relations Act 1976; the Race Relations (Amendment) Act 2000; and the Race Relations 1976 (Amendment) Regulations 2003
- The Sex Discrimination Acts 1975, 1986 and 1999 (as amended)
- The Employment Equality (Religious Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Disability Discrimination Act 1995
- Employment Equality Act (Age) Regulations 2006

These Acts make it generally unlawful to discriminate unfairly on the grounds of:

- | | |
|---|---|
| <ul style="list-style-type: none"> Colour Race Nationality Ethnic or National Origins Gender or Marital status | <ul style="list-style-type: none"> Disability Religion or Belief Sexual Orientation Age |
|---|---|

We also undertake not to discriminate unfairly on the grounds of:

- Trade union membership and activity.
- Political belief.
- Unrelated criminal convictions.
- We are committed to implementing Equality of Opportunity in carrying out all our various functions.
- We are committed to developing effective policy, strategy and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.
- We recognise the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.
- Policies, practices and procedures to eliminate unlawful and unfair discrimination can achieve much. But we also recognise that developing real progress towards Equality of Opportunity requires a programme of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.
- Everyone must be genuinely committed to Equal Opportunities.

A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people.
As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organisation.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Make every effort to retain employees who become disabled while employed by Fulbrook Academy.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Disability Discrimination Act 1995. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months or more.

In addition to identifying whether or not you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:

Including conditions affecting mobility, manual dexterity, physical co-ordination, continence and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:

Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognised conditions which substantially impair the performance of any normal day-to-day activities.

Asylum and Immigration Act 1996

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom.

Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency

And

- A full birth certificate issued in the UK or the Republic of Ireland

If you do not have a full valid passport or birth certificate and document showing your permanent National Insurance Number please let us know immediately.

You should be aware that you will not be able to start employment with the Council, until you are able to produce any one of the above documents.

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn. We will retain a copy of the document you produce for our records.

Fulbrook Middle School Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.

Fulbrook Middle School



Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Fulbrook Middle School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Chris Beeden (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Criminal Convictions

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where;

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored in line with our Data Protection Policy and Data Retention Policy.

When it is no longer required, we will delete your information in accordance with our Data Retention Policy.

The Data Protection Policy and Data Retention Policy can be accessed on our website at <https://www.fulbrookmiddleschool.org.uk/policies-documents>.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Mr Chris Beeden via contact@school-dpo.co.uk