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| **The Tiffin Girls’ School**  **Application Form for Support Roles**   |  |  | | --- | --- | | **Please state the position you are applying for:** |  | | **Where did you see this position advertised?** |  | | **If this was via social media, please indicate which social media application:** |  | |

***When filling in this form, please insert more rows, or an additional sheet, if required, ensuring that you insert your name in the footer where indicated.***

***Please DO NOT attach CV’s.***

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| 1. **PERSONAL DETAILS** | | | |
| Surname: |  | First name/s: |  |
| Title:  (Mr, Mrs, Ms, Dr, Other) |  | Previous names: |  |
| National Insurance number: |  | Email: | |
| Contact address: |  | Home telephone no. |  |
| Work telephone no. |  |
| Postcode: |  | Mobile telephone no. |  |

The Tiffin Girls’ School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and support this commitment. The successful candidate will be subject to both a full employment history and child protection check, and will also be required to undertake an enhanced Disclosure and Barring (criminal record) check.

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| 1. **EDUCATION AND QUALIFICATIONS** | | | | | | | |
| *Please fill in the table below with details of your education and qualifications. List all periods of study, in date order.* | | | | | | | |
| **Dates**  **From: (M/Y)**  **To: (M/Y)** | | **Name and address of school, colleges or university** | **Full or Part-time** | **Qualifications obtained** | | | |
| **Date** | **Subject** | **Grade** | **Degree & Class** |
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| 1. **PROFESSIONAL OR TECHNICAL QUALIFICATIONS AND TRAINING** | | | |
| *Please give details of relevant additional qualifications and training undertaken in the last five years.* | | | |
| **Dates and duration** | **Name of professional organisation** | **Membership grade and number** | **How did you become a member? (e.g. exam)** |
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| 1. **CAREER HISTORY** | | | | | |
| *Please give details of ALL full and part-time work, including particulars of ALL paid and unpaid employment or experience, e.g. holiday work, commercial experience, raising family, youth work. Complete the columns working* ***backwards*** *from the present date.* ***If you have gaps in your employment/experience, the dates of the gaps must be included in Section 4, and explained in Section 5 below.*** | | | | | |
| **Dates**  **From: (M/Y)**  **To: (M/Y)** | **Employer’s name and address** | **Job Title** | **Salary in your current post only** | **FT / PT** | **Reasons for leaving** |
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| 1. **GAPS IN EMPLOYMENT** |
| Please use the space below to explain any gaps in your employment: |
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| 1. **APPLICATION STATEMENT** |
| *You are invited to provide further information in support of your application. Please make full use of this section, ensuring that you refer to the Job Description and Person Specification, and you should include:*   * *The reasons why you are applying for this post* * *The personal qualities, experience and skills that you feel are relevant to your suitability to this post, and why* * *Key responsibilities and achievements in your present and/or previous posts which are relevant to your application* * *Any additional supporting information* |
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| 1. **RIGHT TO WORK IN THE UK AND AVAILABILITY** | |
| The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested. | |
| Do you need a work permit? If yes, please give details of your current work permit status. | Yes/No |
| Please confirm the date you could be available to commence employment with us should your application be successful, and/or your period of notice. |  |

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| 1. **REFERENCES** | | |
| In supporting the Department for Education’s “Keeping Children Safe in Education”, please be aware of the following;   * References will only be sought for short listed candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.** * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so previously the second reference **must** be that employer. * If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal, or must be counter-signed by the Headteacher or Prinicipal. * Referees will be asked to compete a section on the reference form relating to Safeguarding and your suitability to work with children; this will also include a full disclosure about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any child protection concerns and if so, the outcome of these investigations. If you are not currently working with children, but have done so previously these issues will be raised with your former employer. * Please do not name relatives or people solely in the capacity as friends as referees.   **Other previous employers and examining boards may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.** | | |
| 1. | Name:  Title:  In what capacity do you know the referee? | Employer’s Name:  Email:  Telephone number: |
| 2. | Name:  Title:  In what capacity do you know the referee? | Employer’s Name:  Email:  Telephone number: |
| 3. | Name:  Title:  In what capacity do you know the referee? | Employer’s Name:  Email:  Telephone number: |

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| 1. **RELATIONSHIP TO THE SCHOOL** | |
| Are you related to (marriage, civil partnership, blood relation) or have any personal relationship with an employee or student of the school or member of the governing body relevant to this appointment? | Yes/No |
| If yes, please state the name, relationship and position held: | |
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| 1. **DISCLOSURE AND BARRING SERVICE AND OTHER CHECKS** | |
| The school is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which are not “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school’s privacy notices (see Sections 11 and 12 below).  Please note that in the event of an offence showing up on a DBS check, the school will make assessments about suitability for the post based on the **type** of offence not on **whether** the DBS shows any convictions at all.  *If you have anything you wish to discuss in relation to an enhanced DBS check, please contact the HR Director at the school.*  **Do you have an enhanced DBS certificate?:** Yes No Date of check: | |
| **Are you subscribed to the DBS Update service?:**  Yes No  If yes, please confirm that you give your permission for your records to be accessed in order for your current DBS status to be verified:  *I give my permission for my records to be accessed as for the Update check as above*  Yes No | |
| If you have lived or worked outside of the UK in the last 5 years, the school may require additional information in order to comply with safer recruitment requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last 5 years?:** Yes No | |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the Secretary of State, as a result of misconduct? Yes No  Are you subject to a General Teaching Council sanction or restriction? Yes No | |

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| 1. **DATA PROTECTION** |
| The School processes data relating to applicants for employment purposes to assist in the recruitment process. This includes the facilitation of safer recruitment as part of our safeguarding obligations towards students. All data provided on this form is processed in accordance with the School’s Data Protection Policy and Privacy Notice for Job Applicants. The data the school collects and the basis for using the data is set out in the Privacy Notice for Job Applicants, available at [www.tiffingirls.org](http://www.tiffingirls.org). The School will obtain your consent to hold, process and share your personal data in relation to the recruitment process.  You are under no obligation to provide your consent to provide data to the School during the recruitment process. However, if you do not consent to the School holding, processing and sharing your personal data during the recruitment process, the School will not be able to process your application.  How long we store this data:   1. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. 2. If you are successful in being appointed to the role, all personal data collected by the school will be processed and transferred to your personnel file. 3. Ongoing collection and processing of your personal data in relation to your employment with the school is explained in our privacy notice for staff, a copy of which will be provided to you on appointment. 4. If you are unsuccessful in your application, the school will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the school will keep your personal data on file for a further 12 months for consideration of future employment opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed. |
| 1. **CONSENT** |
| I understand that the data I supply on this form is processed in accordance with the School’s Data Protection Policy and Privacy Notice for Job Applicants.  The information supplied by me will be subject to verification and the School may contact people and/or organisations to confirm some of the facts contained in my application, e.g. referees, previous employers, educational establishments, examination bodies, etc. I understand that the School may also obtain from or provide information to third parties for the purposes of the detection and prevention of crime.  *I hereby give my consent for The Tiffin Girls’ School to process and retain on ﬁle information (including health and ethnic data) contained on this form and in accompanying documents for a period of twelve months (or transferred to my personnel file in the event that my applications is successful).*  *By signing my consent I authorise the school to verify any information I have given with third parties, including referees, and I authorise them to disclose my personal information to you.*  **Signature: Date:**  The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to the job offer being withdrawn or me being dismissed if appointed to the post and may be lead to a referral to the police.  **Signature: Date:** |

**Where to send your completed form**

Thank you for taking the time to complete this application form, receipt of which will be acknowledged electronically, where an email address has been supplied. Please take the time to check that you have completed all sections. Please note that if you are shortlisted, the selection panel will require a signed hard copy of your application form.

**Please save your completed form as a word or pdf file with your surname in capitals at the start of the file name e.g. NAME The Tiffin Girls’ School Application Form DATE**

**Please email your application, with the file attached, to** [**recruitment@tiffingirls.org**](mailto:recruitment@tiffingirls.org)

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| 1. **MONITORING EQUALITY OF OPPORTUNITY** |

The Tiffin Girls’ School is committed to recruiting, retaining and developing a diverse workforce. It is vital that we monitor and analyse diversity information so that we can ensure that our recruitment processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group. Your cooperation in providing us with accurate data will ensure that we meet our legal obligations while attracting and retaining a diverse workforce. Any information provided on this form will be treated as strictly confidential, processed in accordance with the School’s Data Protection Policy and Privacy Notice for Job Applicants, and will be used for statistical purposes only, or, where necessary, for making adjustments for disability at interview. It will not be seen by anybody directly involved in the shortlisting process. No information will be published or used in any way which allows any individual to be identified.

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| ***Disability***: The school is committed ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: | | | | | | | | | | | | | | | | |
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| ***Gender*** | | | Female | | | | Male | | Other | | Prefer not to say | | |  | | |
| Do you identify as the gender you were assigned at birth? | | | | | | | | | | | YES | NO | | Prefer not to say | | |
| Are you married or in a civil partnership | | | | | | | | | | | YES | NO | |  | | |
| ***Age*** | | | 18 – 25 | | | 26 – 34 | | | | | 35 – 44 | 45 – 54 | | 55 – 64 | | 65+ |
| Please state your ***Nationality:*** | | | | | | | | | | | | Prefer not to say | | | | |
| ***What is your heritage group? Heritage group categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.*** | | | | | | | | | | | | | | | | |
| **White** | | | | | | | | | | | | | | | | |
| English | Welsh | | | Other White Background | | | | | | | Scottish | | Irish | | Northern Irish | |
| **Mixed / multiple heritage groups** | | | | | | | | | | | | | | | | |
| White/Black Caribbean | | | | | White/Black African | | | | | | White/Asian | | Any other Mixed Background | | | |
| **Asian / Asian British** | | | | | | | | | | | | | | | | |
| Indian | | Pakistani | | | | | Bangladeshi | | | Chinese | | Other Asian | | | | |
| **Black / African / Caribbean / Black British** | | | | | | | | | | | | | | | | |
| Black British | | | Black African | | | | | Black Caribbean | | | Any other Black / African / Caribbean background | | | | | |
| **Any other Heritage Group** | | | | | | | | | | | Please State: | | | | | |
| Prefer not to say | | | | | | | | | | |  | | | | | |

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| ***Which of the following best describes your sexual orientation?*** Prefer not to say | | | | |
| Bisexual | Heterosexual | Homosexual man | Homosexual woman | Other |

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| ***What is your religion or belief?*** | | | | |
| Buddhist | Christian | Catholic | Hindu | Jewish |
| Muslim | Sikh | No Religion | Prefer not to say | |

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