

Teaching

Application Form

CONFIDENTIAL



**The Downs School**

**Compton**

**Newbury**

**Berks**

**RG20 6NU**

**Tel: 01635 270000**

**Fax: 01635 579084**

[**recruitment@thedownsschool.org**](mailto: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 placed on you by a regulatory body in the UK or any other legal restrictions?

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 (mm/yyyy)

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.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. If you are shortlisted for interview you will be required to complete a self - disclosure form prior to interview. Guidance about whether a conviction or caution should be disclosed on the self-disclosure form can be found on the Ministry of Justice website.

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks including a Disclosure and Barring service Check.

If you have lived or worked outside of the UK for 3 months or more in the last 10 years, a Certificate of Good Conduct will be required.

Have you lived or worked outside of the UK for 3 months or more in the last 10 years?

Yes No

Please indicate if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.…………………………………………………………………………………………………………………

## 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

The information you supply when requesting a job pack will be held for monitoring and evaluation purposes and in connection with any future contact. When you sign and return this form you are giving your permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive, If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. For further information please see our privacy notice which is available on our website.

# 12 General Data Protection Regulations

I confirm that the statements in this application are true, correct and accurate and that I have not omitted any facts which may have any bearing on my application. By signing this form, I agree to this School using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.

I understand that if I don’t tell you about any relationships with any employees, pupils or governors of this School, or I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings and this is discovered after appointment, I could be dismissed without notice.

I can produce the original documents of my qualifications, prior to any appointment.

I understand that any canvassing, directly or indirectly, will be a disqualification.

I understand I am required to provide documents proving eligibility to work in the UK, prior to appointment.

I am prepared to undergo a medical examination, prior to any appointment if deemed necessary.

I have read and understood the above statement regarding declaration of convictions, cautions, reprimands and bindovers. If I have any to declare I will supply written details of them when requested.

**Date …………………………………………Signature …………………………………………**

# 13 Applicant Declaration

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**. References from **friends and relatives are not acceptable.** We reserve the right to contact any or your previous employers.

# 14 References (One reference must be your current employer)

Name Position/Occupation

of Referee

Telephone Number

Address Email

Relationship to yourself

Name of

Referee Position/Occupation

Telephone 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):

It would be really helpful if you could complete this section for us. The School is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process.

# 15 Equal Opportunities Monitoring Form

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

How would you describe your ethnicity?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | **Mixed** | | **Asian or Asian Black** | | **Black or Black British** | | **Other Ethnic Groups** | |
| British |  | White & Black Caribbean |  | Indian |  | Caribbean |  | Chinese |  |
| Irish |  | White & Black African |  | Pakistani |  | African |  | Any other ethnic group |  |
| Any other White background |  | White & Asian |  | Bangladeshi |  | Any other black background |  |  |  |
|  |  | 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 |

The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

I consider myself to be

Disabled  Non Disabled  Prefer not to state 

# 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.