

# PRIVATE & CONFIDENTIAL

## Application Form

Logo here

If completed correctly this form will capture all information that is necessary for your application.

As a matter of policy, only an application made using this form and including answers to all compulsory sections and fields will be considered (unless special circumstances apply and are explained in the Continuation Sheet toward the end of this form). Curricula Vitae will not be accepted. Compulsory sections and fields are marked with an asterisk.

Please return this form to **NAME, SCHOOLNAME, SCHOOLADDRESS** by the closing date. Forms received after the closing date will not be considered. Please note the privacy notice at the end of the form.

**Position applied for:\***

**Closing date:**

### Employee Details\*

Preferred Title (e.g. Mr, Mrs, Miss, Ms)

Surname:

Other names:

Home telephone number:

Mobile telephone number: Email:

Home address:

Please tick this box if you prefer correspondence to be sent by email:

### General Details\*

National Insurance Number:

Are you entitled to work in the UK?

Yes

No

Do you need a Certificate of Sponsorship?

Yes

No

Do you hold a full driving licence?

Yes

No

If you have applied for employment at the School previously please give the date of your application and the position applied for:

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### Qualified Teacher Status / NCTL Instructor

*Note:* This section is compulsory if you are applying for a teaching position.

Do you have QTS?

Yes  No

QTS award date:

QTS Teacher Reference Number:

OR

Are you registered as a teacher or instructor by the NCTL?

Yes  No

Registration date:

Teacher Reference Number (TRN):

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### Current or Previous Employment\*

Employer Name:

Employment began:

Employment ended:

Address:

Job title & brief description of duties:

Type of Employment:

Full Time

Part Time

Notice period required:

Reason for leaving:

Basic Salary:

Details of any additional payments / benefits:

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### Employment History\*

*Notes:*

- Please list all employments since leaving full time education.
- Any gaps in employment must be accounted for in the section that follows.
- All dates given must be accurate.
- Please use the continuation sheet at the end of this form if necessary and supply all six items of information for all employers.
- Dates must be accurate and supplied in dd/mm/yyyy format.

Employer 1

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 2

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 3

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

Employer 4

Employer name and address:

Start Date:

End Date:

Job Title:

Salary upon leaving:

Reason for leaving:

## Periods not employed\*

### Notes:

- Please provide details for all periods after completion of full time education in which you were not employed or working.
- Please use the continuation sheet at the end of this form if necessary. Dates must be accurate and supplied in dd/mm/yyyy format

From date:

To date:

Reason:

From date:

To date:

Reason:

From date:

To date:

Reason:

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## Qualifications\*

### Notes:

- Details of all qualifications held must be provided. Original certificates of qualifications relied upon in support of your application will be required.
- Please use the continuation sheet at the end of this form if necessary.

### Secondary Education

From date:

To date:

School name and address:

Qualifications:

Awarding Bodies:

Grades:

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Further Education

From date:

To date:

University / College name and address:

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Qualifications:

Awarding Bodies:

Grades:

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Please give details of any other qualifications (e.g. vocational) and include the dates these were awarded:

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Please give details of any professional body you are a member of:

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### Safeguarding Questions\*

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (as amended)?

Yes

No

If your answer is 'yes', please provide details in a sealed envelope that is marked 'confidential' and attached to this form. Tick the box below to confirm.

Have you ever had any sanction or warning imposed by the NCTL or any predecessor body or the Department for Education?

Yes

No

If 'yes' please provide the expiry date:

Have you ever been issued with a Prohibition Order or Interim Prohibition Order?

Yes

No

If 'yes' please provide the expiry date:

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### Supplementary Questions

Please give details of special areas of teaching interest (for teaching posts only):

If you have any relationship/s with any employee or governor at the School please provide details:\*

Where did you hear of this vacancy?

If you have a condition or disability that requires adjustment/s to this recruitment process, please provide all relevant details:\*

What are your interests or hobbies?\*

## References\*

### Notes:

- Please supply two referees who are in a position to answer questions about your suitability for this position and who are not related to you in any way other than on a professional basis.
- One referee must be from your most recent previous employer. If you have worked with children in the past one referee must be from this employer.
- Internal candidates will please note that the line manager must be one of the referees.
- Please note that as part of our commitment to safeguarding the welfare of children and young people it is our policy to obtain references prior to interview.

### Referee 1

Name of referee:

Telephone number:

Referee's Job Title and Address:

Email address:

### Referee 2

Name of referee:

Telephone number:

Referee's Job Title and Address:

Email address:

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**Declarations:\***

I declare that the information set out in this application form is true, accurate and complete:

I understand that if there are inconsistencies or inaccuracies in the answers I have given these will be investigated.

I understand that if I make a false statement in my application this may result in my application being rejected, any future employment being terminated and / or the matter being referred to the Police:

I have not been placed on either the Childrens' List or the Adults' List. I have not been disqualified from working with children, or subject to sanctions imposed by any regulatory body. I have no convictions, cautions, reprimands or final warnings that are not 'protected':

I understand that Disclosure and Barring Service clearance checks will be undertaken:

Signed:  
*(if electronically by initials or scanned signature)*

Date:

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**Continuation Sheet**

- Note:*
- Please use this to provide any additional details required and explain any special circumstances that prevent you from providing the information required.



## Personal Statement

### Notes:

- Please see candidate's guidance notes.
- Please give your reasons for applying for this position.
- Outline the knowledge, skills, experience and personal qualities that are relevant to your suitability for the advertised post. You may draw on experiences you have gained outside of employment.
- In particular please explain how you meet the person specification and provide clear examples to show this; you will be shortlisted against these criteria.

EXAMPLE

# Privacy notice for Applicants for Employment

## INTRODUCTION

XYZ School is committed to protecting the privacy and security of your personal information. We only collect and use personal data in line with the General Data Protection Regulation, the Data Protection Act and any other applicable laws and regulations.

This Privacy Notice informs you (the 'data subject') about our processing activities: the data we hold, why we use it, how long we will retain it for, and other relevant information.

Any questions and requests regarding personal data may be sent to our Data Protection Officer by sending an email to: dpo@xyzltd.com or by phone: 0123 456789, or by post: 123 Street, A Town.

## APPLICABILITY

This notice is issued by XYZ School (the 'data controller'); it applies only to Applicants for Employment. This notice does not form part of any contract between you and XYZ School.

This notice applies only in relation to your application for employment. If you are successful in your application, you should refer to our privacy notice for employees.

## DATA PROTECTION PRINCIPLES

We ensure any personal data we hold about you is:

- Use lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

## THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect, store, and use the following categories of personal information about you:

- Availability for work
- Commencement / termination dates
- Contractual requirements
- Correspondence
- Criminal record checks / details (S)
- Date of birth
- Details of recommendation
- Disabilities
- Duties and responsibilities
- Employer name
- Employment type
- Experience, knowledge or understanding
- Home address
- Home telephone
- Job titles
- Name
- NI number
- Notes
- Notice period
- Other benefits
- Pay rate, history or other remuneration
- Personal attributes
- Personal email address
- Personal mobile
- Previous name
- Qualifications and training
- Reason for leaving
- Referees and related information
- Right to work documents
- Signature
- Work address
- Work email address
- Work mobile
- Work telephone
- Working hours

We collect, store and use "special categories" of more sensitive personal information in line with our Processing Sensitive Data Policy, these categories are marked (S) in the list above. Special categories of personal data are more sensitive personal data which require a higher level of protection.

## WHAT LEGAL BASES DO WE RELY ON?

We use the types of personal data above on the following legal bases:

- When we need the information to perform a contract with you.
- When we need to comply with our legal obligations.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to protect your vital interests (or someone else's vital interests).
- Where it is needed in the public interest or for official purposes.

## WHY DO WE PROCESS THIS INFORMATION?

The situations in which we will process your personal information are listed below:

- ANALYSIS - To undertake data analytics for internal management purposes
- AUDIT - To retain information that may be relevant to an audit
- CLAIMS - To retain documents that may be relevant to legal claims
- CARE – To comply with our duty of care and consider adjustments
- CONTRACT - To generate appropriate contractual documentation
- DUTY - To comply with a duty owed to a 3rd party
- ELIGIBILITY - To ensure staff are entitled to work in the UK
- LAWFUL - To ensure our activities are within the law
- LEGITIMATE INTEREST – (i.e. to appoint the best suitably qualified applicant to a vacancy)
- LIFE - To protect health and wellbeing
- LITIGATION - To comply with our legal duty of disclosure
- PUBLIC - To further broader public interests
- QUALIFICATION – To ensure staff are suitably skilled and trained
- RECRUITMENT - For the purposes of recruitment
- REGULATOR - To comply with a requirement of our regulator
- SAFEGUARDING - To ensure we comply with our duties to protect children and vulnerable adults
- SHARING - To share relevant information with a 3rd party organisations who have a right to know it

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

## WHERE DID WE COLLECT THIS DATA FROM?

We collect information for Data Subjects directly and from one or more of the sources below:

- Employment agencies or businesses
- The Disclosure and Barring Service (DBS)
- Former employees or workers who may have recommended you
- Those you gave as referees

## ARE YOU UNDER ANY OBLIGATION TO PROVIDE THE PERSONAL DATA?

Where we process Personal Data to comply with our legal obligations you must provide this information. If you fail to provide certain information when requested we may be prevented from: performing the contract we have entered into with you, complying with our legal obligations, or achieving our legitimate interests.

## WHO DO WE SHARE THIS INFORMATION WITH?

We may use third-party service providers (the 'processors') to process data for us under strict instructions and under a binding contract with us in these areas:

- Payroll
- Pension administration
- IT services
- Cloud-based storage

- Outsourced HR
- Data Protection Consultancy
- Legal advisors
- Accountancy services

Processors are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our processors to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

#### TRANSFERS TO OTHER COUNTRIES OR TO INTERNATIONAL ORGANISATIONS

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

#### WILL THE INFORMATION BE USED FOR AUTOMATED DECISION MAKING OR PROFILING?

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

#### HOW LONG DO WE KEEP THIS INFORMATION?

We retain personal data in these categories for these periods:

DBS documents	6 months following commencement of employment unless relevant to ongoing employment in which case duration of employment plus 6 years
Information relevant to allegations of abuse	As per Keeping Children Safe In Education statutory guidance (i.e. to age 65 or 10 years whichever is longer)
Employment application documents	6 months from the end of the recruitment process if application unsuccessful and for the duration of employment plus 6 years if successful
Legal claims	Duration of any litigation (actual or intimated)
Personnel file data	Duration of contract plus 6 years
Right to work documents	Duration of employment plus 2 years
Working time opt-out records	Duration of contract and at least 2 years from creation date

#### RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process.

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us in writing.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

## RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please notify us on the email address above. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## COMPLAINTS

If you have any concerns or complaints about data protection you should first raise this with us either by email to: [dpo@xyzltd.com](mailto:dpo@xyzltd.com) or by phone: 0123 456789, or by post: 123 Street, A Town.

If you have a complaint or concern that has not been remedied internally, you may choose to raise this with the Information Commissioner's Officer (ICO). Visit [www.ico.org](http://www.ico.org) for more information.

For internal use only:

Please follow this link and answer the questions:

<http://www.followmylink.uk/application-form-privacy-notice-for-schools-questions-to-ensure-draft-fit-for-purpose/>

<b>Variable data (for internal use only and not to be included in published version)</b>	
<b>Data Controller's legal name</b>	<b>XYZ School</b>
<b>Person Responsible for data protection</b>	<b>Data Protection Officer</b>
<b>Their email address</b>	<b>dpo@xyzltd.com</b>
<b>Their telephone no</b>	<b>0123 456789</b>
<b>Their physical address</b>	<b>123 Street, A Town</b>
<b>Type of data subject covered</b>	<b>Applicants for Employment</b>
<b>Date Created:</b>	
<b>Created by</b>	
<b>Due for review date:</b>	

**Notes:**

We must provide individuals with privacy information at the time we collect their personal data from them.

If we obtain personal data from a source other than the individual it relates to, we must provide them with privacy information within a reasonable period of obtaining the personal data and no later than one month.

If we plan to communicate with the individual, we must provide this information at the latest when the first communication takes place. If we plan to disclose the data to someone else, we must provide this information at the latest when the data is disclosed.

This Privacy Notice fulfils requirements under Articles 13 (and where applicable 14) of the GDPR (data obtained directly from the data subject and / or from a third party).