

Position Applied for:	
School:	

**SECTION 1: PERSONAL INFORMATION**

Surname or family name		
Previous surnames (if applicable)		
Forenames		
Title		
Current Address		
Home telephone number		
Mobile telephone number		
Email address		
UK National Insurance Number		
DfE Reference Number (if applicable)		
Do you have qualified teacher status (QTS)?  (if applicable)	Yes	No
	Date awarded:	
Are you registered with the DfE as a qualified teacher?  (if applicable)	Yes	No
	Qualifications:	
Are you eligible to work in the UK?	Yes	No
Do you need a work permit?	Yes	No
Nationality		

Do you have a personal connection with any of the following: an employee of the school, member of the school's governing body, employee or Councillor of the London Borough of Hammersmith and Fulham ?	Yes	No
If Yes, please give details:		

## SECTION 2: CURRENT EMPLOYMENT

Name, address and telephone number of your current employer	
Type of employer (e.g. school, local authority, academy trust, charity)	
If a school please state the type (e.g. Community, Voluntary Aided, Foundation Academy, Free School, Independent etc)	
Job Title	
Subject/age group taught/duties	
Date appointed to current post	
Current salary (including additions)	



**IN SERVICE TRAINING / CPD** (Please include both long and short courses over the last 3 years)

Title	Organising Body	To mm/yyyy	From mm/yyyy	Number of days	Result

**SECONDARY SCHOOL QUALIFICATION** – Please list all your A Level or equivalent qualifications and grades achieved. For GCSE or equivalent qualifications please provide the grade for English and Maths and the total number of grades A\* - C

Establishment	A Level/GCSE/ Equivalent	Attended from mm/yyyy	Attended to mm/yyyy	Grade

Total Number of GCSE or equivalent Grades A\* - C

**SECTION 5: SUPPORTING STATEMENT** – Your application should be supported by a letter of not more than 3 sides of A4, addressing the criteria in the person specification for this post

**SECTION 6: REFERENCES** - Please give details of two referees, the first of which must be your current or most recent employer, or your Headteacher. References from relatives or friends will not be accepted.

If you have not worked for some time, please give the name of someone who knows you and who can comment on your ability to do the job for which you are applying.

If you are not currently working with children but have done so previously we will need a reference from the most recent employer with whom you were employed to work with children (this may include voluntary/unpaid work).

<b>Referee 1</b>		<b>Referee 2</b>	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone number		Telephone number	
Mobile number		Mobile number	
Email address		Email address	
Relationship		Relationship	

**SECTION 7: DBS DECLARATION** – In line with the principles of Safer Recruitment schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of an applicants' suitability to work with children is an integral part of the selection process. Any discrepancies or anomalies in information provided will be taken up at interview. Current or previous employers will be contacted as part of the verification process.

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro – [see here](#).

**Shortlisted candidates** will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

## **SECTION 8: DATA PROTECTION & APPLICANT DECLARATION**

### Data Protection — Applicant Privacy Notice

The School is a Data Controller and as such has a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016, This information is briefly laid out below and is also available in our Staffing Privacy Notices, along with details of our Data Protection Officer.

We collect all the information laid out in this form, in the form of references from current and/or previous employers, and if shortlisted from the selection process. The information given to us and collected by us will form part of the contract of employment for successful candidates.

We process this information in order to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims
- fraud detection and prevention
- monitor protected characteristics in order to promote equality at work
- no decisions are based on automated decision making.

We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act and with the DfE statutory guidance document, Keeping Children Safe in Education, as well as other school specific legislation.

We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed

to the role, based on an assessment of their likely performance amongst other factors.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process and in order to meet legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.

We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.

If we wish to process your personal data for a new purpose, we will inform you of any additional processing.

Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and also in other IT systems, including email.

A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:

For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.

For unsuccessful applicants securely for a period of six months.

Your information will be shared with members of school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.

We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.



## SECTION 9: MONITORING SHEET

### CONFIDENTIAL INFORMATION

This section of the form will be removed before shortlisting.

1. Gender:

2. Date of Birth:

3. Cultural/ethnic origin:

4. Ethnicity form:

Choose one section from A-E and then tick the appropriate box to indicate your cultural background.

A. White

British  
English  
Scottish  
Welsh  
Irish

Any other White background, please write here:

B. Mixed

White and Black Caribbean  
White and Black African

Any other White background, please write here:

C. Asian

Asian British  
Asian English  
Asian Scottish  
Asian Welsh  
Indian  
Pakistani  
Bangladeshi

Any other Asian background, please write here:

D. Black

Black British  
Black English  
Black Scottish  
Black Welsh  
Caribbean  
African

Any other Black background, please write here:

E. Chinese

Chinese British

Chinese English

Chinese Scottish

Chinese Welsh

Chinese

Any other Chinese background, please write here: