

FOR OFFICE USE:

APPLICANT NO:

NAME:

**APPLICATION FORM**

**FOR NON-TEACHING STAFF**

**APPLICATION FORM**

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| **Position applied for:** Enter text here |

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| **Section 1 – Personal details** | | |
| Title:  Enter text here | Forename(s):  Enter text here | Surname:  Enter text here |
| Date of birth:  DD/MM/YY | | Former name: Enter text here |
| Preferred name: Enter text here |
| Address:  Enter text here | | National Insurance number: Enter text here |
| Are you currently eligible for employment in the UK?  Yes  No  Please provide details, including any restrictions on your stay or on your right to work in the U.K.:  Enter text here |
| Telephone number(s):  Home: Enter text here  Work: Enter text here  Mobile: Enter text here  Email address: Enter text here | | |
| Have you read the School’s Safeguarding (Child Protection) and Recruitment Policies? Yes  No | | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer, pupil, Governor or Trustee of the Godolphin and Latymer School Foundation? If so, please provide details:  Enter text here  Where did you hear about this opportunity?  Enter text here | | |

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| **Section 2 – Education**  Please continue on an official continuation sheet if necessary. | | | | | |
| **Dates (From/To)** | **Name of University/College** | **Degree(s)** | **Result** | **Date** | **Awarding Body** |
| DD/MM/YY  **to**  DD/MM/YY | Enter text here | Enter text here | Enter text here | DD/MM/YY | Enter text here |
| **Dates (From/To)** | **Name of School/College** | **A Level/AS Level or equivalent** | **Result** | **Date** | **Awarding Body** |
| DD/MM/YY  **to**  DD/MM/YY | Enter text here | Enter text here | Enter text here | DD/MM/YY | Enter text here |
| **Dates (From/To)** | **Name of School** | **GCSE Level or equivalent** | **Result** | **Date** | **Awarding Body** |
| DD/MM/YY  **to**  DD/MM/YY | Enter text here | Enter text here | Enter text here | DD/MM/YY | Enter text here |

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| **Section 3 – Other vocational qualifications, skills or training**  Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied. |
| Enter text here |

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| **Section 4 – Employment** | | | |
| Current/most recent employer (where you were a salaried employee):  Enter text here | | Current/most recent employer's address:  Enter text here | |
| Current/most recent job title:  Enter text here | | | Date started:  DD/MM/YY |
| Brief description of responsibilities:  Enter text here | | | Date employment ended (if applicable): DD/MM/YY |
| Current salary/salary on leaving:  Enter text here  Full time equivalent: Enter text here | Do you/did you receive any employee benefits? If so, please provide details of these.  Enter text here | | |
| Reason for seeking other employment: Enter text here | | | |
| Please state when you would be available to take up employment if offered: Enter text here | | | |

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| **Section 5 – Previous employment and/or activities since leaving secondary education** Please continue on an official continuation sheet if necessary. | | | |
| **Dates** (dd/mm/yy) | **Name and address of employer** | **Position held and/or duties** | **Reason for leaving** |
| From:  DD/MM/YY | Enter text here | Enter text here | Enter text here |
| To:  DD/MM/YY |
| From:  DD/MM/YY | Enter text here | Enter text here | Enter text here |
| To:  DD/MM/YY |
| From:  DD/MM/YY | Enter text here | Enter text here | Enter text here |
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| From:  DD/MM/YY | Enter text here | Enter text here | Enter text here |
| To:  DD/MM/YY |

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| **Section 6 – Gaps in your employment**  If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates. |
| Enter text here |

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| **Section 7 – Interests**  Please give details of your interests, hobbies or skills and, in particular, any which could be of benefit to the School for the purposes of enriching its extra-curricular activity. |
| Enter text here |

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| **Section 8 – Suitability**  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary. |
| Enter text here |

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| **Section 9 – Details of Online Profile** |
| Keeping Children Safe in Education asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.  If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.  You are not required to provide account passwords or to grant the School access to private social media accounts. If you are not shortlisted for the role, online searches will not be carried out on you.  You (and all other candidates) are therefore required to provide the following information as part of your application:   * the social media platforms on which you have accounts; * the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; * any websites you are involved with, in or featured on or named on; and * any other publicly available online information about you of which the School should be made aware.   **Please provide the information below:**  Enter text here |

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| **Section 10 – Criminal records** |
| Please be aware that the School applies for an Enhanced Check for Regulated Activity from the DBS for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure application form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and/or code of practice published by the DBS.  The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. The declaration at Section 13 of this Form therefore asks you to confirm whether you are barred from working with children.  The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions, cautions, reprimands and final warnings (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. **However you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules**.  Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School’s Recruitment Policy. |

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| **Section 11 – References**  Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer as stated in section 4. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all short-listed candidates before interview. The School reserves the right to take up references from any previous employer.  If the School receives a factual reference (i.e. one which contains only limited information about you) additional references may be sought.  If you have previously worked overseas the School may take up references from your overseas employer.  The School may also telephone your referees in order to verify the references they have provided. | |
| **Referee 1** | **Referee 2** |
| Title: Mr/Mrs/Ms/Miss/Other  Name: Enter text here  Organisation: Enter text here  Address: Enter text here  Occupation: Enter text here  Work telephone number: Enter text here  Work email: Enter text here  May we contact prior to interview?  YES  NO | Title: Mr/Mrs/Ms/Miss/Other  Name: Enter text here  Organisation: Enter text here  Address: Enter text here  Occupation: Enter text here  Work telephone number: Enter text here  Work email: Enter text here  May we contact prior to interview?  YES  NO |

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| **Section 12 – Recruitment** |
| It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.  The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Copies of the School's Safeguarding (Child Protection) Policy and Recruitment Policy are available with this application form for download from the School’s website. Please take the time to read them.  If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome. Please see the School’s Recruitment Privacy Notice at Appendix 1 for more information about how we use your information |

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| **Section 13 – Declaration** |
| **PLEASE CONFIRM EACH ITEM INDIVIDUALLY AND THEN SIGN BELOW:**   * **I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.** YES  UNABLE TO CONFIRM * **I confirm that I have provided details of all my online profiles (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information.** YES  UNABLE TO CONFIRM * **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** YES  UNABLE TO CONFIRM * **I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence.**   YES  NO  **Signature** Enter text here **Date** DD/MM/YY  Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration at Section 13. |

# Appendix 1: Recruitment Privacy Notice

# Who collects the information

The Godolphin and Latymer School Foundation (the ‘**School’**) is a ‘data controller’ and gathers and uses certain information about you as part of the recruitment process. We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (available on the school website).

# About the information we collect and hold

The categories of information that we may collect, process and hold for recruitment purposes include:

* your name and contact details (such as home address, telephone numbers and email address);
* previous employment information (such as establishment, post, and salary information and also conduct, grievance or performance issues);
* professional sanctions and/or criminal record information;
* medical information (for example if you ask us to consider making reasonable adjustments);
* details of your referees;
* relevant academic or professional qualifications;
* documents submitted as proof of identity on interview day (including proof of your right to work in the UK);
* any notes, including online search results, interview notes and/or lesson observations, recorded as part of the applicant assessment process.

# Why we collect and use this information

We use information obtained during the recruitment process primarily:

* to comply with our legal obligations governing the recruitment of staff to work in schools (particularly the Independent School Standards Regulations (2014) and Keeping Children Safe in Education (statutory guidance);
* in accordance with our legitimate interest to carry out a fair recruitment process and make an informed decision to recruit; and
* for successful applicants, in accordance with our legitimate interest to communicate with you prior to your joining the School.

We will not normally share your information with anyone outside the School, other than your referees, unless your application is successful and you accept an offer of employment (see below regarding successful applicants).

# Storage of recruitment information

***Successful applicants***: recruitment information will be transferred to the individual’s personnel file and the School’s Staff Privacy Notice will apply (see the Employment Handbook which is provided with any offer of employment).

***Unsuccessful applicants:*** we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

# Your rights to correct and access your information and to ask for it to be erased

Please contact the School’s Bursar, Mrs Diana Lynch, who can be contacted via [finance@godolphinandlatymer.com](mailto:finance@godolphinandlatymer.com) or 020 8735 9595 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

# Further information

We hope that our Bursar can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Information Commissioner at https://ico.org.uk/concerns/ or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the School before involving the regulator.