

Aspire | Commit | Succeed

**APPLICATION FOR A TEACHING APPOINTMENT**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Secondary Subject** |  |
| **How did you hear about this vacancy?** |  |
| **Please return form to:** | [**hr@alperton.brent.sch.uk**](mailto:hr@alperton.brent.sch.uk) |
| **When could you take up duties if appointed?** |  |

**Alperton Community School does not accept CVs alone, they will only be considered as part of the additional information on a fully completed application form. We are unable to provide feedback to applicants who are not shortlisted for interview. If you do not hear from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.**

|  |  |  |
| --- | --- | --- |
| **Part A – PERSONAL DETAILS** | | |
| **Title** |  | |
| **First Name** |  | |
| **Surname** |  | |
| **Address** |  | |
| **Postcode** |  | |
| **Telephone number** |  | |
| **Email address** |  | |
| **If applicable, do you need a work permit to work in this country?** | | |
| YES | NO | N/A |
| **If you have a work permit, please state if there are any limitations / conditions / expiry date on the work permit.** | | |
|  | | |
| **National Insurance Number** |  | |
| **Please indicate if you have a disability you want the school to take into account** | | |
| YES | NO | |
| **Please outline what assistance (if any) you need during the recruitment and selection process** | | |
|  | | |
| **Date of recognition as qualified teacher by the DfE** |  | |
| **DfE No.** |  | |
| **GTC No.** |  | |
| **Have you successfully completed a period of induction / probation?** | | |
| YES | NO | |
| **If yes, with which authority?** |  | |
| **Date of completion of induction / probation?** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part B – EDUCATION AND TRAINING** | | | | |
| **1. Secondary Education** | | | | |
| **Details of secondary / further education. Please list all schools, colleges, etc. which you have attended.** | | | | |
| **Name of establishment** | **Qualification gained** | **Grade** | **Dates** | |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please continue on a separate sheet if necessary. You will be asked to provide original proof of relevant qualifications if you are interviewed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Higher Education / Teaching Qualifications** | | | | |
| **Details of higher education / teaching qualifications. Please list all colleges, universities etc. which you have attended.** | | | | |
| **Name of establishment**  **(school, university, etc)** | **Qualification gained & Subject** | **Grade/ Class** | **Dates** | |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Higher Education / Teaching Qualifications** | | | |
| **Name of Professional Body** | **Was membership gained by examination** | **Membership grade** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **4. Relevant In-Service Courses** | | |
| **Please give details of all relevant in-service courses attended.** | | |
| **Courses** | **Qualifications gained** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Part C – EMPLOYMENT** | | | |
| **1. Present or most recent employment** | | | |
| **Name and address of employer** |  | | |
| **Postcode** |  | | |
| **Telephone number** |  | | |
| **Post Held** |  | | |
| **Date started** |  | **Until** |  |
| **Basic salary** |  | | |
| **Other allowances** |  | | |
| **Key roles/Achievements** |  | | |
| **Reason for leaving** |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2. Full Employment history**  **Please continue on a separate sheet if necessary.** | | | | | |
| **Name and address of employer** (including telephone number) | **Date of employment** | | **Position** | **Salary** | **Reason for leaving** |
|  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Have you ever been dismissed by an employer?** | |
| YES | NO |
| **Details** | |
|  | |

|  |
| --- |
| **Part D – KNOWLEDGE, EXPERIENCE AND SKILLS** |
| Use this section to show how you meet all of the shortlisting criteria for the job as set out in the person specification, drawing on all aspects of your education, training and experience, including paid or unpaid employment, voluntary work, and home responsibilities. Shortlisting will be conducted only on the basis of written applications. It is therefore essential that all applicants, both internal and external, should complete this section of the application form. Please continue on a separate sheet if necessary. |
| **Part D – KNOWLEDGE, EXPERIENCE AND SKILLS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part C – REFEREES (Please note that references will be requested prior to your interview, unless stated otherwise)** | | | | |
| **Please give names and addresses of two referees who can provide employment references. One referee should be your current Headteacher / Line Manager.** | | | | |
| REFEREE 1 | | | REFEREE 2 | |
| **Name** |  | | **Name** |  |
| **Position** |  | | **Position** |  |
| **Organisation** |  | | **Organisation** |  |
| **Address** |  | | **Address** |  |
| **Tel. No.** |  | | **Tel. No.** |  |
| **Email** |  | | **Email** |  |
| **Please tick this box if you do not wish the school to approach your present employer until, and if, a firm offer of employment has been made. The school normally takes up references if you have been shortlisted. Please note that we reserve the right to approach any of your previous employers for references if necessary.** | | | | |
| **CRIMINAL CONVICTIONS** | | | | |
| By law, spent convictions must be disclosed. Would you please give details of any criminal convictions (not including minor traffic offences), if you have no convictions please write ‘NONE’. | | | | |
|  | | | | |
| **DECLARATION** | | | | |
| I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information given on this form may be used for registered purposes under the Data Protection Act, 1984. I have also understood and complied with the provisions concerning the disclosure or criminal convictions.  Failure to disclose information or providing deliberate false information to support your application or canvassing, directly or indirectly, anyone likely to be involved in the appointment process will disqualify you from appointment or if appointed will render you liable to dismissal without notice. | | | | |
| **Name** | |  | | |
| **Signature** | |  | | |
| **Date** | |  | | |

****

Aspire | Commit | Succeed

CONFIDENTIAL

**ADDITIONAL DECLARATION OF INFORMATION**

|  |
| --- |
| **PERSONAL DETAILS** |
| A check on the possible existence and content of a criminal record will normally be requested from the Criminal Records Bureau after a person has been selected for appointment to this post. Refusal to agree to a check being made could disqualify you from being considered for the appointment.  You are therefore asked to sign the statement on this document to confirm your agreement, if you are selected for the appointment, to a check being made on any criminal record applicable to you.  Under the Rehabilitation of Offenders Act 1974, you have the right not to disclose details of 'spent' convictions. However, because we are a school and you will be working in an environment with children and young people we are allowed to ask about these offences. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) sets out details of all jobs to which this applies and the job you have applied for is included in that list.  **Please give details of ALL convictions, cautions, bindovers, reprimands, or warnings** **(whether spent or not).** |
|  |

|  |  |
| --- | --- |
| **DISCLOSURE AND BARRING SERVICE (DBS)** | |
| The Disclosure and Barring Service is an executive agency of the Home Office and helps employers check records which were previously held by the police, the Department of Health and the Department for Children, Schools and Families. Different levels of disclosure can be provided, according to the type of work applied for.  The job for which you have applied will necessitate an Enhanced and Barred DBS check. These are for positions with a greater degree of contact with children or certain vulnerable adults, like social workers and teachers, for example. They contain all the information given on a Standard Disclosure plus relevant non-conviction information held at local levels.  Have you ever been subject to any sort of investigation by an employer?   |  |  | | --- | --- | | YES | NO |   If you have answered 'yes' to this question, please give details on a separate sheet. Please supply details of activities involving contact with children and vulnerable adults outside the work environment (e.g. sports coach, scout leader, etc.). Please continue on a separate sheet if necessary. | |
| **DECLARATION** | |
| I agree, if I am selected for this appointment, to an application being made to the Disclosure and Barring Service (DBS) for an Enhanced and Barred Disclosure concerning myself. I also consent to ACS carrying out other appropriate checks with the DBS if it so wishes. | |
| **Name** (please print) | |
| **Signature** | **Date** |



Aspire | Commit | Succeed

**Recruitment Privacy Notice**

**Policy Statement**

We are Alperton Community School. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

* your name and contact details (i.e. address, home and mobile phone numbers, email address);
* details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* information regarding your criminal record;
* details of your referees;
* whether you are related to any member of our workforce; and
* details of any support or assistance you may need to assist you at the interview.
* information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*

Following shortlisting stage, and subject to making a final confirmation of employment

* confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
* information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
* your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
* medical check survey to indicate fitness to work;\*\*
* a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
* if you are a teacher, we will check the Teacher Regulation Agency (part of the Department of Education) about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
* equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

\*\*Reasonable adjustments to enable you to undertake the duties required of the role.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), Teacher Regulation Agency and the Home Office, during the recruitment process.

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

* to assess your suitability for the role you are applying for;
* to take steps to enter into a contract with you;
* to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
* so that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on the type of information. For further detail please see our Data Retention Policy.

If you are unsuccessful we will hold your personal data only for **six months**, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data
* Have inaccurate or incomplete personal data about them rectified
* Restrict processing of their personal data
* Object to the making of decisions about them taken by automated means
* Have your data transferred to another organisation
* Claim compensation for damage caused by a breach of their data protection rights

If an individual want to exercise any of these rights then they should contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance.

An individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)