

application form

TEACHING POSTS IN MEDWAY

CONFIDENTIAL

please complete this form in BLACK INK or TYPE

In the following sections you will be asked to provide data about yourself for the purpose of applying for this vacancy.

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on our website <https://www.greenvale.medway.sch.uk/> which details how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

Full name
Previous and current experience
Qualifications
Education

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

This data will be used by the school to evaluate your suitability for this role as part of the recruitment process. Please be advised we may keep your application data for up to 6 months after the recruitment ends, after which time it will be destroyed. However, you may ask for your application data to be destroyed at any time. You have the right, on written request, to access personal data held about you.

Please refer to the school for further information about how your data is handled and their privacy policy.

As part of the updated KCSIE guidance, the school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

In order to comply with the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended 2013 & 2020) and the Keeping Children Safe in Education (statutory guidance); you will be asked to provide information about any criminal history if you are shortlisted. This data will only be used to assess your eligibility for the role.

In order to comply with our organisation equality policy, to monitor or identify any barriers or improvements, you will be asked to complete a monitoring form. This is entirely optional and where supplied, the information will be kept confidentially and has no part in the shortlisting process.

☐ **I understand how my data may be used and agree to the privacy policy**

POST APPLIED FOR:	SCHOOL:
-------------------	---------

P E R S O N A L D E T A I L S

PREFERRED TITLE	FIRST NAMES:	SURNAME:
PREVIOUS NAMES:		E-MAIL:
CURRENT ADDRESS:.....		
.....		
D.F.E.S REF NO. RP:..... /		HOME TELEPHONE NUMBER:.....
NATIONAL INSURANCE . NO.		WORK TELEPHONE NUMBER:.....

Can you provide one of the following, a British passport, a UK residence permit or a legal document that proves you are able to work in the UK? This will be required later in the recruitment process.

YES ☐

NO ☐

E D U C A T I O N & T R A I N I N G

(A) TRAINING AS A TEACHER						
NAME OF TEACHER TRAINING INSTITUTION:						
FROM:	Month	Year	TO	Month	Year	
QUALIFICATION OBTAINED						
SUBJECTS, MAIN AND SUBSIDIARY:						
..... AGE RANGE OF PUPILS:.....						
OTHER SPECIAL INTERESTS:.....						
(B) UNIVERSITY, COLLEGE, OTHER INSTITUTIONS (other than initial teacher training). Give dates and state whether full-time or part-time courses						
NAME OF INSTITUTION	FROM:	Month	Year	TO	Month	Year
1.						
2.						
P.T / F.T. COURSE	SUBJECTS (Main and subsidiary)			HONS (with class) OR PASS GRADE		DATE OF AWARD

Degree / Diploma / Title			
1.			
2.			

(C) SECONDARY EDUCATION

NAME OF INSTITUTION (give dates):

1.

2.

ACADEMIC QUALIFICATIONS (Give Subjects, Grades and Dates)

GCE 'O' LEVEL, GCSE (or equivalent).....

.....

.....

'A' level etc

CAREER HISTORY

Please list ALL employment history since leaving school, including education and non-education employment. Please also include reasons for leaving within your employment history.

In addition to your employment history, please list any work undertaken, voluntary or otherwise, which involved working with children or young people.

Please also include reasons for any gaps in employment.

[illegible]

Continue on a separate sheet if necessary. Put your full name on additional sheets.

IN – SERVICE TRAINING & DEVELOPMENT

Give details of relevant courses and training undertaken in the last five years			
DATES AND DURATION	TITLE OF COURSE / TRAINING (incl. Home Study and Distance Learning	NAME OF PROVIDER e.g. LEA, College etc.	QUALIFICATION OBTAINED (if any)

A P P L I C A N T S T A T E M E N T

Please give your reasons for applying together with details of any previous relevant knowledge, experience, or skills and how they meet the requirements of the job. Please note that CV's will not be accepted without a fully completed application form. Give examples where you can in support of your application.

Continue on a separate sheet if necessary. Put your full name on additional sheets.

R E F E R E N C E S

Please give the names and addresses of two referees who can be consulted regarding your professional ability for the post.

One of which should be your current or most recent employer and completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal).

Please note, in accordance with our Safer Recruitment processes, the right is reserved to contact any organisation detailed on the application form and the right is reserved to clarify content where information is vague or insufficient information. To discuss this please contact the recruiting organisation direct.

Students should include their college Principal. References will be taken up before an offer of employment is made. These may be requested before interviews.

1.

.....
.....
.....
..... Email:
..... Tel. No.

2.

.....
.....
.....
..... Email:
..... Tel. No.

P R O T E C T I O N O F C H I L D R E N

Disclosure background checking for those with substantial access to children is required.

Please note that shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them ineligible to work with children.

Please note that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children.

The school reserves the right to conduct online searches as part of their due diligence on the shortlisted candidates to identify any publicly available information about the candidate that may be relevant to their suitability to work with children.

S U P E R A N N U A T I O N S C H E M E

Do you contribute to the Teacher's Superannuation Scheme? YES ☐ NO ☐

If you contribute to another scheme give details.

Have you elected to pay Superannuation contributions for part-time teaching? ☐ YES NO ☐

D I S C L O S U R E O F R E L A T I O N S H I P

Are you related by marriage, blood or as a co-habitee to any elected Member of the Council, a Senior Officer of the Council or a member of the School Governing Body? YES ☐ NO ☐

If YES, please state the name, relationship and position held.

D E C L A R A T I O N

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information or canvassed my application it may lead to disqualification or, if I have appointed, I may be dismissed.

SIGNATURE.....

DATE.....

In order to monitor our advertising policy please could you indicate where you saw the advertisement for the post you have applied for. ☐ www.medway.gov.uk ☐ www.medway.gov.uk/teachingcareers

☐ www.jobsgopublic.com ☐ www.kent-teach.com ☐ School website ☐ TES

☐ Other please indicate where



EQUALITY & DIVERSITY MONITORING FORM

The information that you provide on this form will be used for monitoring and will not be used for any other purpose or stored electronically. Information will be used in aggregate form only and where there are less than 3 people providing a response this will not be reported.

AGE	16 - 19	☐
Please choose one option only.	20 - 29	☐
	30 - 39	☐
	40 - 49	☐
	50 - 59	☐
	60 - 69	☐
	70 +	☐
I prefer not to answer this question ☐		

CARING RESPONSIBILITIES
Do you have caring responsibilities (for children, parents or others)?
Please choose one option only.

Yes ☐ No ☐ I prefer not to answer this question ☐

DISABILITY STATUS
Do you consider yourself to be a disabled person i.e. may experience discrimination on grounds of impairment or long-term health condition?
Please choose one option only.

Yes ☐ No ☐ I prefer not to answer this question ☐

If yes, please choose all the relevant options.

Physical impairment	☐	Sensory impairment	☐
Mental health condition	☐	Learning disability / difficulty	☐
Memory impairment	☐	Visibly different	☐
Long-standing illness or health condition ☐			
Any other impairment ☐ - please specify below			
.....			
I prefer not to answer this question ☐			

LEGAL GENDER
Please tick one box only

Male ☐ Female ☐

I prefer not to answer this question ☐

MARITAL / CIVIL PARTNERSHIP STATUS
Please choose one option only (the one that best describes your status).

Married or in a civil partnership	☐	Divorced or dissolved civil partnership	☐	Separated, but still legally married or in a civil partnership	☐
Widow or widower	☐	Surviving partner from a civil partnership	☐	Living with someone	☐
Single	☐				
I prefer not to answer this question ☐					

POST CODE
Please write your Post Code

RACE AND ETHNICITY

Please choose one option only (the one that best describes your racial/ethnic origin).

White	British	☐	
	Irish	☐	
	Any other White background	☐	- please specify below
Multi-Ethnic	White & Black Caribbean	☐	White & Black African ☐
	White & Asian	☐	
	Any other Multi-Ethnic background	☐	- please specify below
Asian or Asian British	Indian	☐	Pakistani ☐
	Bangladeshi	☐	Chinese ☐
	Any other Asian background	☐	- please specify below
Black or Black British	Caribbean	☐	African ☐
	Any other Black background	☐	- please specify below
Other	Arab	☐	
	Gypsy/Romany/Traveller of Irish Heritage	☐	
	Any other Ethnic background	☐	- please specify below
I prefer not to answer this question ☐			

RELIGION AND BELIEF

Do you belong to a particular religion or hold a particular belief? Please choose one option only.

Yes	☐	No	☐	I prefer not to answer this question	☐
If Yes, which option best describes your religion or belief? Please choose one option only.					
Agnostic	☐	Hindu	☐	Pagan	☐
Atheism	☐	Humanist	☐	Sikh	☐
Buddhist	☐	Jewish	☐		
Christianity (all denominations)	☐	Muslim	☐		
Other religion/belief ☐ - please specify below					
I prefer not to answer this question ☐					

SEXUAL ORIENTATION

Please choose one option only (the one that best describes your sexuality).

Bisexual	☐	Gay woman/Lesbian	☐
Gay man	☐	Heterosexual/Straight	☐
Other	☐	please specify below	
I prefer not to answer this question ☐			



Protecting your personal information

The school will keep the information provided above as confidential. Access to, retention and disposal of this information will be strictly in accordance with data protection requirements. It will be used solely to ensure the school meets its obligations under equality legislation. Individuals will not be identifiable in any reporting.