

Recruitment Application Form

Non Teaching Post

Post Title:

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.

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 the organisation's Equality Policy, to monitor or identify any required improvements, you will also be asked to complete a monitoring form. This is entirely optional and your 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

Please complete this form in black/blue ink or type. Additional information should be limited to one sheet of A4.

Personal Details

Surname	Forenames	Any previous names	National Insurance Number
Title for correspondence (eg Mr/Mrs/Ms/Dr)			
Address:			
Landline Telephone:			
Mobile Number:			
Email Address:			
Preferred method of contact:			
Can you provide one of the following: a British passport, a UK residence permit or a legal document that proves you have the right to work in the UK? This will be required later in the recruitment process.			
Yes		No	

Current or last employment (if applicable)

Employer's name, address and nature of business	
Telephone Number:	
Position Held	Salary, grade and benefits
Date started employment	Notice period required
Main duties and responsibilities	
Reason for leaving	

Full Employment History (Employment and Voluntary Work).

Please provide the reason for any gaps in employment.

Employer's name and nature of business	Position held	Dates employed		Reason for leaving
		From	To	

Education History

Secondary School Attended	Dates Attended	Qualifications Gained	Grade
College / University Attended	Dates Attended	Qualifications Gained	Grade

Membership of Professional Bodies (if applicable)

Name of body, level and date of membership obtained (state whether by examination)
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References

External candidates only – Please give details of two persons who will provide a reference for you.

Neither should be a relative and one should be your present or last employer.

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 the organisation's 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 considered insufficient. To discuss this, please contact the recruiting organisation direct.

Can you indicate whether we may contact your referees before interview?

Existing employees – Please insert details of your current line manager, it should be noted that they will be asked to supply a work report prior to interview.

Referee 1	YES/NO	Referee 2	YES/NO
Name:		Name:	
Position:		Position:	
Address:		Address:	
Email:		Email:	
Telephone No:		Telephone No:	

Protection of Children

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.

Relationships

Are you related to any member of staff or a governor?

Declaration

CANVASSING - Any candidate, who canvasses a governor or employee of the recruiting organisation, either directly or indirectly, will be disqualified from appointment. The sending of copies of, or extracts from, the application or testimonials will be regarded as canvassing.

I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.

Signature: _____ **Date:** _____

Applicant Statement

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.



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		
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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 that the School meets its obligations under equality legislation. Individuals will not be identifiable in any reporting.