



APPLICATION FORM

Application for appointment as:

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PERSONAL DETAILS

Surname:

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First Name:

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Other
Forenames:

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Title:

Mrs / Miss / Ms /Mr / Dr

Previous Surname/s (*if applicable*):

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Address:

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Postcode:

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Mobile Number:

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Email Address:

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Do you hold a valid, clean driving licence:

Yes / No

(*if no, please explain the situation in your letter of application*)

National Insurance Number:

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DBS Status:

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PAST EMPLOYMENT			
<i>Please list details of past employment (most recent first) together with the nature of employment</i>			
Employer:			
Title Position:			
Salary:		From/To:	
Number of days absent from work in last 12 months <i>(please advise if any of these were for caring responsibilities or related to a disability you have)</i>			
What is your notice period?			
Employer:			
Title Position:			
Salary:		From/To:	
Employer:			
Title Position:			
Salary:		From/To:	

DETAILS OF EDUCATION			
Senior School Attended:		From/To:	
College Attended:			
University Attended:			

GCSE EXAMINATIONS AND GRADES

[illegible]

COLLEGE GRADES

Subject	Grade	Date

DEGREES OR PROFESSIONAL QUALIFICATIONS

[illegible]

OTHER QUALIFICATIONS

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MEMBERSHIP, INVOLVEMENT WITH VOLUNTARY BODIES

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REFEREES

(Please give two references, one of whom should be your current employer)

Name:	
Position:	
Address:	
Email Address:	
Daytime Telephone No.	
Name:	
Position:	
Address:	
Email Address:	
Daytime Telephone No.	

RIGHT TO WORK IN THE UK

To comply with the Immigration, Asylum and Nationality Act 2006, we must check your eligibility to live and work in the UK.

Please confirm that on request, you will be able to provide this evidence:	Yes/No
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REHABILITATION OF OFFENDERS

The post for which you have applied will bring you into the definition of carrying out 'regulated' activity with young people under the age of 18 years. This means that all offers of appointment are subject to an enhanced DBS Disclosure and barred children's list check.

For this reason, the post is exempt from the Rehabilitation of Offenders Act 1974 provisions and associated Orders. Applicants are not entitled to withhold details of any criminal convictions other than those that meet the 'filtering requirements introduced in 2013. You must fully disclose all convictions except those that meet the 'filtering' conditions. Further guidance on this can be found on the DBS website.

If the post were offered to you, it would be conditional on you agreeing to a DBS with a barred children's list check. If that check revealed undisclosed convictions, we reserve the right to terminate your appointment.

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? - YES/NO

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013?):	Yes/No
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If "Yes", please give details on a separate sheet and put it in a sealed envelope marked. "Confidential" with this application form.

DECLARATION

I declare that the information I have given above is true and accept that if I have given false information, it may result in my application being no longer considered, my appointment not being confirmed, or my dismissal. I agree that if I am offered the appointment, it will be subject to the School or its agents (DBS) making checks about me against the Police records of criminal convictions, and I hereby agree to such checks being carried out.

Signed:		Date:	
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As part of Safer Recruitment, we reserve the right to carry out online searches. This is part of our due diligence check on shortlisted staff. Please sign below to agree to such checks being carried out.

Signed:		Date:	
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Privacy Notice – Job Applicants

Under data protection law, individuals have a right to be informed about how we, Muntham House School, use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ or otherwise engage to work within the school. We, the School, are the 'data controller' for the purposes of data protection law. Our data protection officer can be contacted via danieljones@muntham.org.uk.

We collect, use, store, and share personal data and process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- *Name and Address.*
- *Email address and telephone numbers.*
- *Date of birth.*
- *Contact details.*
- *Nationality and copies of right-to-work documentation.*
- *References.*
- *Evidence of qualifications.*
- *Employment records, including work history, job titles, training records and professional memberships.*
- *Information in respect of criminal records.*
- *Information about current salary and benefits.*

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- *Race, ethnicity, religious beliefs, sexual orientation and political opinions.*
- *Disability and access requirements.*

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- *Enabling us to manage the recruitment process.*
- *Enabling us to establish relevant experience and qualifications.*
- *Facilitating safe recruitment as part of our safeguarding obligations towards pupils.*
- *Ensuring compliance with our obligations in relation to confirming the right to work in the UK.*
- *Enabling equalities monitoring.*
- *Ensuring that appropriate access arrangements and other reasonable adjustments can be provided for candidates who require them.*
- *Ensuring the recruitment process is transparent, fair and non-discriminatory.*

Lawful Basis

Our lawful basis for using this data is 'prior to entering into a Contract'. We will use, store and share your personal data in relation to the recruitment process. You are under no obligation to provide this data. However, if you do not provide the data we require during the recruitment process, we may be unable to process your application.

We only collect and use your personal information when the law allows us to. Most commonly, we use it where we need to:

- *Where processing is necessary for a contract we have with you or to take specific steps before entering a contract.*
- *Comply with a legal obligation.*
- *Carry out a task in the public interest less commonly; we may also use personal information about you:*

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will clarify this when requesting your consent and explain how you withdraw consent if you wish. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and, if so, what the possible consequences are of not complying) or whether you have a choice. In accordance with our safer recruitment obligations, we will also collect personal information about you from third parties. This will include obtaining references from your previous employer and third parties, such as the Disclosure and Barring Service (DBS), to complete the relevant safeguarding checks.

Information about Criminal Convictions

We will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the position (conditional on checks and any other conditions, such as references, being satisfactory). We are required to carry out a criminal records check to satisfy ourselves that nothing in your criminal conviction history makes you unsuitable for the role. In particular:

- The school-based role is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) as exempt from the act.
- We have an appropriate policy document and safeguards in place, which we are required by law to maintain when processing such data.

How we store this data

We will only retain the data we collect for as long as it is necessary to satisfy the purpose for which it was collected. If you are successful in being appointed, all personal data will be processed and transferred to your personnel file.

If your application is unsuccessful, we will retain your personal information for six months after the end of the recruitment process, and it will then be deleted. With your consent, we may hold your data beyond this six-month period, e.g. If we would like to keep your details on file for further positions that may arise.

Data Sharing

We will share your personal information internally with other members of staff involved in the recruitment process so they can perform their roles. We do not share information about you with any external third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with third parties, for example, to enable us to meet our obligations under safer recruitment and confirm your right to work in the UK.

Your rights

How do we access the personal information we hold about you?

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it and how long we will keep it.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data and what the consequences are.
- Give you a copy of the information in an intelligible form.

You may also have a right to transmit your personal information electronically to another organisation in certain circumstances. If you would like to make a request, please get in touch with our data protection officer. Your other rights regarding your data protection law are certain rights regarding how your personal data is used and kept safe.

You have the right to:

- *Object to using your personal data if it would cause, or is causing, damage or distress.*
- *Prevent your data from being used to send direct marketing.*
- *Object to using your personal data for decisions being taken by automated means (by a computer or machine rather than a person).*
- *In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.*
- *Claim compensation for damages caused by a breach of the data protection regulations.*

To exercise any of these rights, please get in touch with our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance. To make a complaint, please get in touch with our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- *Report a concern online at <https://ico.org.uk/concerns/>. Call 0303 123 1113 • Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.*

Contact us

Contact us if you have any questions or concerns or would like more information about anything mentioned in this privacy notice; please get in touch with our data protection officer via:

danieljones@muntham.org.uk.