



APPLICATION FOR EMPLOYMENT

**TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE
POSTS**

Form version: September 2018

NAME:

POSITION APPLIED FOR:

SCHOOL:

Where did you see this job advertised?

The information provided by you in connection with your application for this vacancy will be treated as confidential by The Girls' Day School Trust. We collect and use this information in accordance with our **Employment Applicant Privacy Notice**.

Information given by you in the **Equal Opportunities Monitoring Form** will be dealt with separately from the rest of your application. The information provided will be used solely to monitor equal opportunities policies.

The Girls' Day School Trust is committed to the safeguarding of children, and child protection screening will apply to this post. Please also see our **Safeguarding Strategy Statement**.

| 1 PERSONAL DETAILS | |
|--|---|
| Surname: | First Names: |
| Title: MR/MRS/MISS/MS/DR | Preferred name: |
| Any former names: | Date of birth: |
| Home address: | Address for correspondence (if different): |
| | |
| | |
| Post code: | Post Code: |
| Tel no: (day) | Email: |
| (eve) | National Insurance no: |
| (mob) | Teacher registration number, if applicable: |
| Are you legally entitled to work in the UK? YES/NO | |
| If you are not a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit. | |

| 2 EDUCATION AND QUALIFICATIONS (to include details of QTS where appropriate) | | | |
|--|----------------|---|------|
| School/College/University | Dates attended | Qualifications obtained / Examinations passed / Awarding Body (please give detail of grade, level or class of degree) | Date |
| | | | |
| <p>Membership of professional institutions and other training/knowledge relevant to this post. <i>Continue on separate sheet if required.</i></p> | | | |

3 EMPLOYMENT HISTORY

Present or most recent employer:

Address:

Job Title:

From:

To:

Brief description of responsibilities:

Reason for leaving/wishing to leave:

Notice required (or when you could join us):

Current salary:

Provide a full employment history in chronological order (most recent first) to include: periods of work in the UK and abroad; education/training; voluntary work; travel; career breaks; and any periods not in employment or education.

Dates

Position held and brief description of duties

Reason for leaving

Continue on separate sheet if required

4 ADDITIONAL INFORMATION

Do you have a current clean driving licence? (applicable only if duties involve driving)

YES/NO

Hobbies, interests and anything you wish to tell us about your personal and family circumstances, including any special needs. Please declare any family or close relationship to existing employees of the school or the GDST (including Governors).

5 PERSONAL STATEMENT

Please state why you believe your qualifications, experience and personal qualities fulfil the requirements of this post, and any other information to demonstrate your suitability for the post.

Continue on separate sheet if required

6 REFERENCES

Please give the names of two people who can comment on your suitability for this post. One should be your current or last employer, or if you have not been employed, your school head teacher or college tutor. If you do not currently work with children, a reference will be required from your most recent employment involving work with children. References will not be accepted from relatives or those writing solely in the capacity of friends. Open references provided by you will also not be accepted.

| | |
|--------------------------------|--------------------------------|
| Name: <input type="checkbox"/> | Name: <input type="checkbox"/> |
| Address: | Address: |
| | |
| Tel no: | Tel no: |
| Email: | Email: |
| Relationship: | Relationship: |

It is our practice to take up references before interview unless requested not to do so. If you do **not** wish us to contact a referee at this stage, please mark the alongside the name with a cross.

7 SIGNATURE

I confirm that the above information is true and accurate.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|



EMPLOYMENT APPLICANT PRIVACY NOTICE

WHAT IS THE PURPOSE OF THIS DOCUMENT?

The Girls' Day School Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being given this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you (where applicable):

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, national

insurance number, employment history, qualifications, hobbies and interests, personal statement.

- Any information you provide to us during an interview.
- The results of any testing or exercises.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about applicants from other sources, including but not limited to the following:

- You, the applicant.
- Recruitment agencies.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.
- Data from third parties from a publicly accessible source.

SHARING YOUR DATA

We may share your data where reasonable with third parties, including third-party service providers such as recruitment consultants or advisers and other entities in the GDST group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

PROTECTION OF CHILDREN:

SAFEGUARDING STRATEGY STATEMENT

The GDST Safeguarding Strategy forms a fundamental part of our approach to providing excellent pastoral care to all pupils, including those who may be over the age of 18 years. We believe that all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse and the promotion of their welfare.

The Safeguarding Strategy consists of:-

1. *GDST Safeguarding and Child Protection Policy*
2. *GDST Safeguarding Procedures*
3. *GDST Model School Safeguarding and Child Protection Policy*
4. Training to equip staff and volunteers to carry out their responsibilities in relation to safeguarding and promoting the welfare of pupils.

The Safeguarding Strategy provides a clear framework within which individual schools will develop systems and local procedures to:-

- Prevent unsuitable people working with children
- Identify pupils who are at risk of, and/or are likely to suffer significant harm and take appropriate action, and promote the welfare of pupils in need of additional support
- Record and share information appropriately
- Respond to allegations against staff and volunteers
- Promote safe practice and challenge poor and unsafe practice

Adherence to the GDST Safeguarding Strategy is mandatory for **all** staff and volunteers.

We recognise that Safeguarding covers much more than child protection and so this strategy will operate in conjunction with related policies and procedures, such as effective whole school policies on Anti-Bullying, Behaviour Management, ICT and School Security.

Our approach to safeguarding is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We are committed to working in partnership with parents, child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our schools.

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DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE GIVEN THE OPPORTUNITY TO HAVE CONTACT WITH CHILDREN

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions, and "spent" convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the Girls' Day School Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children’s Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

If you are currently working or have previously worked with children in an educational environment, your current or previous employer(s) will be asked about any disciplinary offences relating to children, including any which may be “time expired”, and whether you have been the subject of any child protection concerns.

Providing false information could result in your application being rejected, or summary dismissal if you have been appointed, and possible referral to the police.

DECLARATION

I declare that I am not barred from activity relating to children, or (if a teacher) subject to sanctions imposed by a regulatory body e.g. the Teaching Regulation Agency. I either have no convictions, cautions, or bind-overs that may have an impact on my suitability to work in an educational environment, or have attached details in a sealed envelope marked confidential.

Signed: _____

Date: _____

THE GIRLS' DAY SCHOOL TRUST EQUAL OPPORTUNITIES MONITORING FORM – FORM S22

The GDST is committed to equal opportunities. One aim of this policy is to ensure that you and other job applicants are not discriminated against on the grounds of sex, race, disability, age, nationality, colour, ethnic or national origin, marital or civil partner status, pregnancy, sexual orientation, gender reassignment, religion or belief.

To **monitor** this policy, we should be grateful if you would complete and return this form. The information you give will be treated as strictly confidential and will be used only for Equal Opportunities monitoring purposes. This form will be detached from your application form, will not be used at any stage of the selection process and will be destroyed after evaluation has taken place.

| | |
|---------------------------------|--|
| POST APPLIED FOR: | |
| NAME OF SCHOOL or TRUST OFFICE: | |

Personal details:

| | |
|-----------------|--|
| GENDER: | Male / Female / Transgender |
| MARITAL STATUS: | Single / Married / Other (<i>please specify</i>) |
| AGE: | |

Ethnic origin:

I would describe myself as:

| Black | Asian | White <input type="checkbox"/> | Other <input type="checkbox"/> |
|------------------------------------|--------------------------------------|--------------------------------|--------------------------------|
| African <input type="checkbox"/> | Pakistani <input type="checkbox"/> | | <i>(please specify)</i> |
| Caribbean <input type="checkbox"/> | Indian <input type="checkbox"/> | | |
| Other <input type="checkbox"/> | Bangladeshi <input type="checkbox"/> | | |
| | Chinese <input type="checkbox"/> | | |

Disability

Are you disabled or do you have any conditions (i.e. a physical or mental impairment that has a substantial long-term effect on your ability to carry out normal day-to-day activities) that may require adjustments to your work or working environment?

Yes No

If you have answered "Yes" to this question, please indicate here any special arrangements which you might require if you are selected for interview.