

# Stramongate School

# Job Application Form

## Confidential

If completing this form by hand, please use **black pen** and write as clearly and legibly as possible. All sections of the application form must be completed. If you have any further questions regarding the application form, or process, please email [admin@stramongate.cumbria.sch.uk](mailto:admin@stramongate.cumbria.sch.uk)

Personal details	
Title:	Forenames:
Surname:	Former names:
Postal address:	
	Post code:
Email address:	
Contact telephone number:	
National insurance number:	Date of birth:

  

Post
Post for which you are applying:
Where did you see this post advertised?

  

Right to work in the UK
The Asylum and Immigration Act 1996 makes it a criminal offence to employ any persons who do not have the right to live and work in the United Kingdom. If successful in your application, you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment.
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? <p style="text-align: right;">Yes <input type="checkbox"/>          No <input type="checkbox"/></p>
If yes, please provide details:
If you are successful in your application, would you require a work permit prior to taking up employment? <p style="text-align: right;">Yes <input type="checkbox"/>          No <input type="checkbox"/></p>

# Stramongate School Job Application Form

Confidential

## Supporting information

Making reference to the person specification use the space below to tell us the aspects of your relevant experience; knowledge and qualifications and skills and abilities which make you suitable for the post being applied for. The information you provide in this section will be used when shortlisting candidates for interview so it is very important that you provide as much information as possible to clearly show how you meet the essential and desirable requirements detailed in the person specification.

# Stramongate School Job Application Form

Confidential

## Supporting information continued

# Stramongate School Job Application Form

Confidential

<b>Education and qualifications</b>					
Making reference to the person specification, please use the space below to tell us about the qualifications you hold or are working towards which are related to the post for which you are applying. If successful in your application, you will be required to provide original documentation of qualifications; photocopies are not acceptable.					
Establishment	Dates		Qualifications Including awarding body	Grade	Date awarded
	From	To			
<b>Secondary School / College of Further Education</b>					
<i>Example Secondary School Address</i>	<i>Sep 00</i>	<i>Jul 05</i>	<i>AQA: English</i>	<i>A-U or 1-9</i>	<i>Jul 05</i>
<b>University/ College of Higher Education</b>					
<b>For teaching applications</b>					
Teachers reference number:					
Date Qualified Teacher Status achieved:					

<b>Continuous professional development</b>			
Please give details of recent, relevant professional development.			
Organising body	Course title/focus	Dates	
		From	To

# Stramongate School Job Application Form

Confidential

## Employment history

All applicants must complete this section, giving details full employment chronology, including any voluntary or part time work, for the past 10 years, leaving no period of time unaccounted for. Applicants may provide details of experience gained more than 10 years ago where it is relevant to the post being applied for. Indication should be given for time off for a career break, for caring responsibilities, for study, travel or absences from work owing to a disability; this will not prejudice your application. Please attach additional sheets, if necessary.

### Current or most recent employer

Name of employer:

Address:

Post code:

Date employment commenced:

Date employment ceased: or period of notice required:

Reason for leaving:

Job title:

Description of duties:

### Previous employer

Name of employer:

Address:

Post code:

Date employment commenced:

Date employment ceased:

Reason for leaving:

Job title:

Description of duties:

# Stramongate School Job Application Form

Confidential

<b>Employment history continued</b>	
Name of employer:	
Address:	
	Post code:
Date employment commenced:	Date employment ceased:
Reason for leaving:	
Job title:	
Description of duties:	
<hr/>	
Name of employer:	
Address:	
	Post code:
Date employment commenced:	Date employment ceased:
Reason for leaving:	
Job title:	
Description of duties:	
<hr/>	
Name of employer:	
Address:	
	Post code:
Date employment commenced:	Date employment ceased:
Reason for leaving:	
Job title:	
Description of duties:	

# Stramongate School Job Application Form

Confidential

## References

External applicants must provide details of two referees. Where possible, the two referees must be from separate sources and not the same organisation or employer. One referee must be your current or most recent employer and the other may be a previous employer or a character reference. Where the post being applied for involves working with children and you are not currently working with children, but have done so in the past, please provide details of the employer with whom you were most recently employed in work with children as your second referee. In the case of school leavers, a reference should be from your Head Teacher. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation. Please ensure that you have the referee's permission to provide their details on your application form.

<b>Referee one</b> <b>Current or most recent employer</b>	<b>Referee two</b>
Name:	Name:
Postal address:	Postal address:
Email address:	Email address:
Contact telephone number:	Contact telephone number:
Job title:	Employment or character reference?
Relationship to you:	Relationship to you:
How long have you known this person for?	How long have you known this person for?

If you are selected for interview, we will ask for your consent prior to contacting referees.

# Stramongate School Job Application Form

Confidential

## Declarations

All applicants must ensure they sign this declaration to certify that the information provided on the application is correct and that they have read and understood the conditions of their application. Any applications received where the declaration has not been signed will be returned to the applicant. Applications completed electronically can be signed digitally by either a scanned copy of a signature or typed name.

Please state here whether you are, to your knowledge, related to any existing employees, Governors or Members of the school.

Yes

No

If yes, please provide details here:

I understand that canvassing any member of the Governing Body or Senior Leadership Team will disqualify my application.

To the best of my knowledge, I declare that the information contained in this application form is accurate and correct.

I understand and agree that:

- The provision of false information may result in disqualification from the recruitment process or termination of employment.
- The information provided on this application may be stored and processed by Stramongate School for a period of six months for recruitment purposes and if successful the information will be stored on my personnel file for the purposes of the employment relationship.
- Where I cannot provide evidence of identity, qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.
- Stramongate School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.
- All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, I am indicating my consent to the information being processed for employment purposes as defined in the Data Protection Act 1998, and any verification checks that may be made.

Signature:

Date:



# Stramongate School Job Application Form

Confidential

## Declarations continued

### Safeguarding

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete a self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

I confirm that I am not on the DBS Children's Barred List, disqualified from work with children or young people, or subject to sanctions imposed by a regulatory body, for example, the National College of Teaching and Learning (NCTL) or professional association.

Signature:

Date:

# Stramongate School Job Application Form

Confidential

## Equality and diversity

This section of the form will be separate from the job application form on receipt.

Name:

Post title:

Male

Female

Transgender

Gender neutral

Decline to answer

### White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Polish
- Lithuanian
- Other white EU
- Any other white background

### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Other mixed background

### Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

### Black/Black British

- Caribbean
- African
- Any other Black background

### Chinese or other ethnic group

- Chinese
- Philippine
- Other

### Age

16 – 24

35 – 44

60 – 74

Decline to

25 - 34

45 – 59

75+

answer

### Employment

Are you currently in paid employment?  Yes  No  Decline to answer

With Stramongate School?  Yes  No  Decline to answer

With Cumbria County Council?  Yes  No  Decline to answer

### Religion and belief

Christian

Jewish

Buddhist

Muslim

Hindu

Sikh

No religion

Other religion

Decline to answer

### Sexual orientation

Heterosexual

Homosexual

Bisexual

Asexual

Decline to answer

# Stramongate School Job Application Form

Confidential

## Applicants with disabilities

Stramongate School is a Positive about Disabled Employer. If a disabled applicant meets the essential criteria for the post they will automatically be invited for interview. Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day to day activities.

Do you consider yourself to be disabled under the Equality Act 2010?

Yes

No

Do you have a long-term limiting condition that affects your health?

Yes

No

Do you have a long-term limiting condition that does not affect your health?

Yes

No

Decline to answer

If you have answered yes to the above questions, please list below any reasonable adjustments you would request. During the interview process:

## Family circumstances

Parent/carer with dependent children

How many:

Ages:

Carer of other dependents

Single parent

## Appendix A: Stramongate School Privacy Notice

This Privacy Notice has been written to inform prospective employees of Stramongate about what we do with your personal information.

### Who are we?

Stramongate is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Stramongate School has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer

Veritau Ltd

County Hall

Racecourse Lane

Northallerton

DL7 8AL



### What information do we collect and why do we require it?

As part of your job application, Stramongate Primary School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Relevant criminal history data as required to determine suitability for the role.
- Any other relevant information you wish to provide to us.

## Appendix A: Stramongate School Privacy Notice

### Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees,
- The Disclosure and Barring Service,
- The Local Authority.

### Who do we share your personal data with?

Generally we will keep your personal data within the school but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role),
- The Local Authority (who may assist the school with the recruitment process),
- Our governing body,
- To inform local Health Authorities in relation to the COVID-19 test, track and trace system.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

### How long do we keep your personal data for?

<u>Data held</u>	<u>Retention period</u>
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods;
If your job application is unsuccessful	Your information will be kept for six months

\*If you visit us during the coronavirus (COVID-19) pandemic we will also ask for your contact telephone number and the names of individuals or groups you met with here face-to-face for more than 15 minutes because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK national or local Test and Trace Service if they ask. After 21 days, the data held will be disposed of securely.

This does not affect your statutory data protection rights.

### What is our lawful basis for processing your personal data?

The School is required to process your personal data, your special category data and your criminal history data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The School is also legally required to collect some information as defined by employment law (i.e equalities and diversity).

## Appendix A: Stramongate School Privacy Notice

The School therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data, Article 9(2)(g) of the General Data Protection Regulation to process your special category data and 9(2)(i) to improve public health e.g. we are required to report infections, like Covid-19 to local and national government departments.

To process your criminal history data, the School relies on the following conditions under Schedule 1 of the Data Protection Act 2018:

1 (6). Statutory and government purposes

5 (10). Preventing or detecting unlawful acts

13 (18). Safeguarding of children and individuals at risk

### What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can exercise any of these rights by contacting: Stramongate School, Blackhall Road, Kendal, Cumbria, LA9 4BT

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane

## **Appendix B: Stramongate School Recruitment Policy**

Please find attached a copy of our Safe Recruitment, Selection and Pre-Employment Vetting Policy and Procedures.

If you have any queries in relation to this, please email [admin@stramongate.cumbria.sch.uk](mailto:admin@stramongate.cumbria.sch.uk)