



JANEWAY STREET, LONDON SE16 4PS
(TELEPHONE 020 7237 3227)

APPLICATION FORM TEACHING STAFF

POST TITLE: CLASS TEACHER
CLOSING DATE: 7th February 2020 @ 9am.
PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO THE HEADTEACHER

PERSONAL DETAILS:

LAST NAME:	FIRST NAME(S):	MALE	Ms/Mr
		FEMALE	Mrs/Miss
PERMANENT HOME ADDRESS:			
EMAIL ADDRESS			
TELEPHONE (HOME):	TELEPHONE (MOBILE/BUSINESS):		
NATIONAL INSURANCE NUMBER:	DATE OF BIRTH		
CURRENT PAY GRADE/SALARY:	DO YOU HOLD A CURRENT DBS CHECK?		
WHERE DID YOU SEE/HEAR OF THIS JOB?			
If you are related to an officer or elected member of this Council, please give the following details:			
Last Name:		First Name:	
Address:			

Use of any data collected as part of this application form will comply with the school's Data Protection Policies and the Privacy Notice attached to this application form.

EDUCATIONAL/TECHNICAL/PROFESSIONAL QUALIFICATIONS:

(Please name any institute/professional body in full, rather than use initials)

WHERE ATTAINED	SUBJECTS/QUALIFICATIONS	YEAR	GRADE

DETAILS OF QUALIFIED TEACHER STATUS (IF APPLICABLE)

ARE YOU RECOGNISED BY THE DEPARTMENT OF EDUCATION AND SCIENCE AS A QUALIFIED TEACHER IN THIS COUNTRY? **YES/NO**

IF YES, GIVE DATE OF RECOGNITION:

TEACHER TRAINING QUALIFICATION:

WHERE ATTAINED	FROM	TO	COURSE STUDIED BA (QTS), B Sc (QTS), PGCE	Age range of pupils covered by training

EMPLOYMENT HISTORY:

Please complete showing your most recent employer first, post held and dates. Include any part-time or casual work. Please continue on a separate sheet if necessary.

Name of present/most recent employer and job title:	
Post held:	Date of employment:
Main duties and responsibilities:	

Previous employers:

Employer	From	To	Job held and brief description of duties

COURSE DETAILS:

Please list all training courses undertaken ((including INSET courses) which are relevant to this post, whether or not they resulted in a formal qualification.

Course title/qualification	From	To	Where obtained

Please continue on separate sheet if necessary

RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

Please tell us how your knowledge, experience and skills meet the job requirements as set out in the Personal Specification. **Please attach separate sheet(s).**

ABSENCE FROM WORK:

In total how many days of absence from work have you had in the last two years? <input type="text"/>	How many days were due to reasons other than sickness? <input type="text"/>
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PERSONAL DETAILS:

If you are a person with a disability is there anything we need to know in order to offer you a fair selection interview? For example, please let us know if you need wheelchair access, a sign language interpreter etc.

Are there any restrictions to your residence in the UK which may affect your right to take up employment?
YES/NO If yes, please provide details:

If you are successful in your application would you require a work permit prior to taking up employment?
YES/NO

Applicants should note that failure to declare any restrictions to employment or the need for a work permit could lead to termination of service.

REFEREES:

Please indicate two people who can provide references, one of whom must be your present/last employer. A reference will be requested prior to interview – please make sure the named persons will be able to provide this within the timescale.

Name: Address: Telephone: Email address: Occupation:	Name: Address: Telephone: Email address: Occupation:
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DECLARATION

I declare to the best of my knowledge that the information provided by me is correct.

Signature:

Date:

EQUAL OPPORTUNITIES

Please complete the following. This information will be used to help the school monitor the effectiveness of the Equal Opportunities Policy. It is not used for the purpose of shortlisting.

Do you consider yourself to be (please tick):					
Black British	<input type="checkbox"/>	White European	<input type="checkbox"/>	Irish	<input type="checkbox"/>
White British	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Mixed/Dual Background	<input type="checkbox"/>
Black European	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Other Non-European	<input type="checkbox"/>
Any Other Ethnic Group	<input type="checkbox"/>	Please specify:			

Do you consider yourself to have a disability? YES / NO If yes, please state nature of disability:



PRIVACY NOTICE (SCHOOL WORKFORCE)

DEFINITIONS

Term	Definition
Personal data	Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified
Sensitive personal data	Data such as: <ul style="list-style-type: none">• Contact details• Racial or ethnic origin• Religious beliefs, or beliefs of a similar nature• Where a person is a member of a trade union• Physical and mental health• Sexual orientation• Whether a person has committed, or is alleged to have committed, an offence• Criminal convictions

THE CATEGORIES OF INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE

1.1 The categories of school workforce information include:

- personal information (name, address, marital status, next of kin, emergency contact, employee/teacher number, national insurance number)
- sensitive personal data (as above)
- recruitment information (right to work documentation, references, application form)
- contract information (such as start dates, hours worked, post, roles)
- salary information (including annual leave, pension and benefits information)
- bank account details, payroll records and tax status information
- work absence information (such as number of absences and reasons)
- qualifications and employment records
- performance information
- outcomes of any disciplinary/grievance procedures
- photographs

WHY WE COLLECT AND USE THIS INFORMATION

2.1 We process data relating to those we employ to work at, or otherwise engage to work at, our school. The purpose of collecting this data is to assist in the running of the school, including to:

- enable individuals to be paid
- facilitate safe recruitment
- support the effective performance management of staff
- enable a comprehensive picture of the workforce and how it is deployed
- inform our recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

3.1 We process this information under the *General Data Protection Regulations 2018 (Articles 6 and 9)* and the *Education Act 1996*.

3.2 We only collect and use personal information when the law allows us to.

3.3 Most commonly, we use the information where we need to:

- fulfil a contract we have entered into
- comply with a legal obligation
- carry out a task in the public interest.

3.4 Less commonly, we may also use personal information where:

- we have been given consent to use it in a certain way
- we need to protect vital interests
- we have legitimate interests in processing the data.

3.5 Where consent has been provided, it may be withdrawn at any time. It will be made clear when there is a request for consent how to withdraw consent and this will be explained.

3.6 Some reasons listed for collecting and using personal information overlap. There may be several grounds when justifying the school's use of personal data.

COLLECTING THE INFORMATION

4.1 Whilst the majority of information provided to us is mandatory, some is provided on a voluntary basis.

4.2 In order to comply with data protection legislation, we will inform school workforce personnel whether they are required to provide certain school workforce information to the school (and the possible consequences of not complying) or if there is a choice in this.

STORING INFORMATION

5.1 We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to a member of staff's employment.

5.2 Once employment has ended we retain files and delete information in accordance with **Appendix A**.

SHARING SCHOOL WORKFORCE INFORMATION

6.1 Where it is legally required, or necessary for another reason allowed under data protection law, we may share information with:

- the Local Authority (Southwark)
- the Department for Education
- OFSTED
- professional bodies (police, court, tribunals, health professionals)
- security organisations

WHY WE SHARE SCHOOL WORKFORCE INFORMATION

7.1 We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

7.2 With reference to the list stated in **6.1**, the reasons for sharing information are:

Local Authority

7.3 We are required to share information about our school employees with Southwark under **Section 5** of the *Education (Supply of Information about the School Workforce) (England) Regulations 2007* and amendments.

Department for Education

7.4 We share personal data with the Department for Education (DfE) on a statutory basis under **Section 5** of the **Education (Supply of Information about the School Workforce) (England) Regulations 2007** and amendments. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/ expenditure and the assessment of educational attainment.

7.5 To be granted access to school workforce information, organisations must comply with the DfE strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

7.6 For more information about the DfE data sharing process, please visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

REQUESTING ACCESS TO PERSONAL DATA

8.1 Under data protection legislation, staff have the right to request access to their own personal information that we hold.

8.2 To make a request for own personal information, please contact **Jill Lewis**, the school's **Data Protection Officer**.

8.3 A member of the School Workforce also has the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations.

8.4 If a member of the School Workforce has a concern about the way we are collecting or using personal data, we ask that concerns are raised with the school's **Data Protection Officer** in the first instance. Alternatively the **Information Commissioner's Office** can be contacted at <https://ico.org.uk/concerns/>.

FURTHER INFORMATION

9.1 Contact **Jill Lewis**, the school's **Data Protection Officer**, for further information.

APPENDIX A

Retaining documents

DOCUMENTS	RETENTION PERIOD
Employee offer letter	Date of termination + 40 years
DBS clearance	Date of termination + 40 years
Eligibility to work in UK evidence	Date of termination + 40 years
Medical clearance/Occupational Health/Sickness records	Date of termination + 40 years
Qualifications	Date of termination + 40 years
Workplace injury documents	Date of termination + 40 years
Name, DOB, FDOS, Employment History (computer files)	Permanent
Next of kin details	Until superseded
Opt out of Working Time Directive	Date of termination of agreement + 2 years
Job evaluation documents	Date of termination + 5 years
Leave (annual, mat/paternity, sick)	Date of termination + 6 years
Contract variations	Date of termination + 6 years
Disciplinary action (with sanction)	Date of termination + 6 years
Disciplinary action (inappropriate behaviour towards child/safeguarding)	Permanent
TUPE documentation	Date of termination + 7 years
Employment tribunal documentation	Date of termination + 7 years
Compromise agreements	Date of termination + 7 years
Termination records (resignation, voluntary redundancy, retirement, death where pension has not been paid)	Date of termination + 12 years