



APPLICATION FORM

DUMPTON SCHOOL

CONFIDENTIAL

Please insert your photo here. If you would rather not provide a photo, please leave this space blank. This would NOT disadvantage your application in any way.

Please complete the following form as fully as possible.

A CV in lieu of the application form will not be considered.

The School is committed to safeguarding and promoting the welfare of children and it recruits all staff in line with statutory guidance from the DfE Keeping Children Safe in Education, dated September 2018. Applicants must be willing to undergo screening including checks with past employers and the Disclosure and Barring Service

Title:		Forename(s):	
Surname: Former surname(s):		(Please underline the name by which you like to be known)	
Address:			Date of occupation:
~ during the last five years if different from above:			Date of occupation:
Home Tel No: -	Work Tel No: -	Mobile No:	
Best time(s) and number(s) to call you:			May we contact you at work?
Position Applied For:		Email address:	
Date of Birth:	National Insurance Number:	DfE Reference Number:	
Current Salary and Benefits:			Notice Period:
Current School / Employer: .			
Date appointed: -			
Do you have QTS?		Do you require a work permit to work in the UK?	
If yes, when does your current permit expire? -			
Existing Contacts within School Please indicate if you know any existing employees or Governors within the School, and, if so, how you know them:			

Secondary Education.

Please list below the secondary schools/colleges you attended, with dates and exit exam results:

Dates	School/College(s)	Results (with grades)

University Education

Please list below the universities you attended with dates and degree details:

Dates	University/Degree Body	Title & Class of degree	Main Subject(s) Principal subject first

Graduate Indicator: (please tick)	1 – Non-graduate	<input type="checkbox"/>
	2 – Graduate equivalent	<input type="checkbox"/>
	3 – Good honours or equivalent	<input type="checkbox"/>

Other Academic/Vocational Qualifications:

Dates:	Awarding Body:	Grade (if appropriate):

Further Training and Development

Please give details of any relevant and significant training you have undertaken in the last few years - excluding “routine” INSET:

Dates	Training details

Membership of Professional Bodies (if applicable)

Dates	Institute or Association

Career History

Please provide full details of all positions held and of all training/further education, employment, self-employment and unpaid work since leaving secondary education.

Please start with your current or most recent employer and in each case the reason for leaving employment.

Please provide explanations for any periods not in employment, further education or training.

Employer	Date from/to	Position	Reason for leaving

Further Information:

Write a short paragraph to detail why you would be suitable to fill the vacant post. You should read the main objectives and personal skills and attributes on the job description before completing this section.

The post will be offered to the person who demonstrates during the interview that they can best satisfy the selection criteria through their education or training, the positions held and skills required. Sometimes activities not related to work have allowed you to gain additional skills and experience. Continue on a separate sheet if necessary.

Interests	
<p>Referees</p> <p>Please provide details of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children.</p> <p>Please inform your referees that you have nominated them.</p> <p>References will not be accepted from relatives or from referees writing solely in the capacity of friends.</p>	
Name:	Name:
Address	Address
Telephone Home: Work: Mobile: e-mail:	Telephone Home: Work: Mobile: e-mail:
<p>Equal Opportunities</p> <p>We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of the protected characteristics under equality legislation. We will make reasonable adjustments to meet the needs of staff or pupils who become disabled.</p>	

Ex-Offender Policy

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess an applicant's suitability for positions of trust, Dumpton School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Dumpton School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical / mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Unless the nature of the position allows Dumpton School to ask questions about your entire criminal record, we ask only about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Dumpton School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Data Protection Privacy Notice - Recruitment

This notice explains what personal data (information) 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 (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

DUMPTON SCHOOL ('School') is a 'data controller' and gathers and uses certain information about you. In this notice, references to 'we' or 'us' mean the School.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our *Data Protection and Privacy Policies*.

About the information we collect and hold

We may collect the following information up to and including the shortlisting stage of the recruitment process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address)
- Details of your qualifications, experience, employment history including job titles, salary and working hours and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- Information regarding your criminal record
- Details of your referees

We may collect the following information after the shortlisting stage, and before making a final decision to recruit:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Information regarding your academic and professional qualifications
- Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- A copy of your driving licence

You are required (by law or in order to enter into your contract of employment) to provide the categories of information above to us to enable us to verify your right to work and suitability for the position.

How we collect the information

We may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our *data protection policy*):

- to take steps to enter into a contract;
- for compliance with a legal obligation e.g. our obligation to check that you are eligible to work in the United Kingdom and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms

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 with our regulators or as required to comply with the law.

Sensitive personal information and criminal records information

Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Disclosure, Storage and Retention Policy, Staff Recruitment Policy, General Data Retention Policy and Staff Handbook. These policies are available from the Bursar or on the staff section of the school website.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and third party agencies, service providers, representatives and agents as described above.

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.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see *our Data Protection Privacy Notice (employment) which is available from the Bursar*.

Further details on our approach to information retention and destruction are available in our Employee Data Retention Policy available from the Bursar or the staff section of the school website.

Please contact the Bursar, who can be contacted by email at bursar@dumpton.com or by contacting the school on 01202 883818 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Bursar for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The Bursar will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so

EQUAL OPPORTUNITIES MONITORING FORM

This section of the form will be detached from your application and will be used solely for equality monitoring purposes.

Dumpton School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form but it is helpful to the School in maintaining equal opportunities.

All information provided will be treated in confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Please complete the form as you feel is most appropriate for you. (Please tick the appropriate box)

1)	Gender (please specify)		
2)	Date of birth:		
3)	Do you consider yourself to have a disability:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, does your disability have a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, do you require any special arrangements to be made to assist you if called for interview? Please provide details: "Long-term" effects are effects which have lasted at least 12 months or are expected to last 12 months or more. The disability could be physical, sensory or mental but must be substantial. For example, wearing spectacles would only apply while vision was substantially affected even when wearing glasses. It could relate to a progressive condition such as HIV infection, multiple sclerosis or cancer, from the time at which the impairment first affects day-to-day activities, so long as it is ultimately expected to result in substantial impairment.		
3)	Ethnic Origin – Please indicate below:		
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Ghanaian	<input type="checkbox"/> Nigerian	<input type="checkbox"/> Somali
	<input type="checkbox"/> Other Black background	<input type="checkbox"/> Any other Black background	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> British	<input type="checkbox"/> Irish
	<input type="checkbox"/> Traveller Irish	<input type="checkbox"/> White European	<input type="checkbox"/> Turkish/Turkish Cypriot
	<input type="checkbox"/> White other	<input type="checkbox"/> Gypsy/Romany	<input type="checkbox"/> White/Asian
	<input type="checkbox"/> White/Black African background	<input type="checkbox"/> White/Black Caribbean	<input type="checkbox"/> Any other mixed
		<input type="checkbox"/> Refused	
If other, please specify:			

How did you become aware of this vacancy?

Media:

Date:

Reference:

Data Protection

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Data Protection Privacy Notice - Recruitment

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks

I have not been disqualified from working with children, I am not prohibited from working with children, and I am not subject to any sanctions imposed by a regulatory body (*e.g. the General Teaching Council for England, or the Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal.

Signature: _____

Date: _____

Applications should be returned to Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF or electronically to recruitment@dumpton.com