



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: Surname: Former surname(s): | | Forename(s): (Please underline the name by which you like to be known) | |
| Address: ~ 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? Yes / No | |
| 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? Yes / No | | Do you require a work permit to work in the UK? Yes / No | |
| 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:

Where did you see the post advertised?

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

2 – Graduate equivalent

3 – Good honours or equivalent

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 supply a **full** history in chronological order (with start and end dates) of all training/further education, employment, self-employment, part-time and voluntary work **and any periods of unemployment** since leaving secondary education.

Please provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and, in each case, any reasons for leaving employment.

| 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.

| | |
|---|---|
| <p>Interests</p> <p>Please give details of interests, hobbies or similar enthusiasms:</p> | |
| <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 to 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 |
| <p>Telephone</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>e-mail:</p> | <p>Telephone</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>e-mail:</p> |
| <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> | |

Applications should be returned *electronically* to recruitment@dumpton.com

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

Dumpton School has an equal opportunities policy and is keen to ensure that it is working efficiently. The information you provide will be treated in the strictest confidence and will be used only for statistical monitoring and is not used as part of the interview selection process.

(Please tick the appropriate box)

| | | | |
|----|---|---|--|
| 1) | <input type="checkbox"/> Female | <input type="checkbox"/> Male | |
| 2) | Date of birth: | | |
| 3) | I am a person with disabilities: | | <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: <p>“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.</p> | | |
| 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: | |
|----------------------------------|--|

For the purposes of compliance with the Data Protection Act 2018, I hereby confirm that by completing this form I give my consent to Dumpton School processing the data supplied above in connection with monitoring and compliance with its equal-opportunities obligations and policy. I also agree to the storage of this information on manual and computerised files

Signed:

Date:

As this form is being returned electronically, applicants should insert a digital signature or print their name