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**APPLICATION FOR EMPLOYMENT**

**NAME**: **Double click to enter your name here**

**POSITION APPLIED FOR:**

**Double click to enter the post applied for here**

# Where did you see this post advertised? Double click to enter where you saw this post advertised

The information provided by you in connection with your application for this vacancy will be treated as confidential by Queen Elizabeth’s School. We collect and use this information in accordance with our **Privacy Notice for Prospective Employees**.

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.

Queen Elizabeth’s School is committed to the safeguarding of children, and child protection screening will apply to this post. Please also see our **Safeguarding Statement for Prospective Employees**.

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| **1 PERSONAL DETAILS** | |
| Surname: Double click to enter your last name | First Names: Double click to enter your first name |
| Title: MR/MRS/MISS/MS/DR | Preferred name: Double click to enter your preferred name |
| Any former names: | Date of birth: Click to enter your DOB |
| Home address: | Address for correspondence (if different): |
| Double click to enter your address |  |
| Double click to enter your address |  |
| Double click to enter your address |  |
| Post code: Double click to enter your postcode | Post code: |
| Tel no: (day) Double click to enter your landline | Email: Double click to enter your email |
| (eve) Double click to enter your landline | National Insurance no: Double click to enter your NI number |
| (mob) Double click to enter your mobile | Teacher registration number, if applicable |
| Are you legally entitled to work in the UK? |
| 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. |  |

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| **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  (mm/yyyy) |
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| Membership of professional institutions and other training/knowledge relevant to this post    Continue on separate sheet if required | | | | | |
| **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.  Continue on separate sheet if required | | Dates  (mm/yyyy) | Position held and brief description of duties | Reason for leaving | |
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| **4 ADDITIONAL INFORMATION** | |
| Do you have a current clean driving licence (applicable only if duties involve driving) | |
| 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 Governors, employees or pupils of Queen Elizabeth’s School. | |
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| **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 university/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: | Name: |
| 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. | |

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| **7 SIGNATURE** | |
| I confirm that the above information is true and accurate. | |
| Signed: | Date: Double click to insert date form signed |



**PRIVACY NOTICE FOR PROSPECTIVE EMPLOYEES**

Queen Elizabeth’s School 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:

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

**THE 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):

1. The information you have provided to us in your curriculum vitae and covering letter.
2. 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.
3. Any information you provide to us during an interview.
4. The results of any testing or exercises.

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

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

**WHY WE PROCESS THIS DATA**

Under the GDPR, a data controller should only collect your personal data if it has a valid purpose for doing so that falls into one of the prescribed categories set out in the GDPR. The purposes for which we process your data are set out below.

1. The School has a legitimate interest to process data for the purpose of managing the recruitment process – assessing your suitability for a role and deciding whom to offer the job to. We may also need to process data from job applicants to respond to and defend against legal claims.
2. If successful in your application, we also need this data in order to be able to enter into a contract with you and for the fulfilment of that contract.
3. We need to process data in order to meet our legal obligations, such as conducting checks to confirm your right to work in the UK, or for the completion of criminal record checks, prior to employment commencing.
4. Information about any disabilities you may have is needed to ensure that reasonable adjustments can be made to the recruitment process, as required.
5. Where we need to process other special categories of data, such as information about ethnic origin, sexual orientation, or disability, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018. This information will be kept separate from your application.

**HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

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

1. You, the applicant.
2. Recruitment agencies.
3. Disclosure and Barring Service in respect of criminal convictions.
4. Your named referees.
5. 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 working with Queen Elizabeth’s School.

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

**YOUR DATA RIGHTS**

As a data subject, you have a number of rights under data protection law. Subject to statutory limitations, you can:

1. Access and obtain a copy of your data on request.
2. Require the School to change incorrect or incomplete data.
3. Require us to delete or stop processing your data.
4. Object to the processing of your data where we are relying on its legitimate interests.
5. Ask us to transfer your data to another organisation.
6. Raise a complaint with a supervising authority, e.g. the Information Commissioner’s Office.

**WHAT IF YOU DO NOT SUPPLY PERSONAL DATA**

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

*Any queries about this privacy notice or complaints about the School’s processing of your personal data can be sent to* [*dpo@qebarnet.co.uk*](mailto:dpo@qebarnet.co.uk)*. Further information about GDPR is available on the Information Commissioner’s Office website* (<https://ico.org.uk/>)



**PROTECTION OF CHILDREN: SAFEGUARDING STATEMENT FOR PROSPECTIVE EMPLOYEES**

The physical, mental and emotional wellbeing of our boys is paramount. Safeguarding therefore pervades everything we do at Queen Elizabeth’s.

Our approach to safeguarding forms a fundamental part of our commitment to providing excellent pastoral care to allpupils, 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.

Our safeguarding policy is reviewed annually by the Governing Body and is available to [read here](https://www.qebarnet.co.uk/about-us/leadership-governance/school-policies/).

It is the responsibility of every member of staff, volunteer and regular visitor to the School to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all of the boys at the School. All staff and governors benefit from regular training, including periodic inset days dedicated to pastoral and safeguarding issues.

The School constantly endeavours to maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Boys at the School should feel able to talk freely to any member of staff if they are worried or concerned about something.

Throughout our curriculum we provide activities and opportunities for the boys to develop the skills they need to identify risks and stay safe. This also extends to include material that will encourage them to develop essential life skills.

We recognise that safeguarding covers much more than child protection, and so the School has a number of other related policies and procedures, such as effective whole school policies on Bullying, ICT and Communication Technology, Pupil Discipline, Whistleblowing and a Code of Conduct for Staff and Governors.

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.

At all times we work in partnership and strive to establish effective working relationships with parents, carers and colleagues from other agencies to continuously develop and improve the Safeguarding Culture within our schools.



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

The post 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 Queen Elizabeth’s School 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, your age at the time it was committed 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 Headmaster. 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 am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as spent, must be declared. I have not been disqualified from working with children, am not named on the DFE List 99 or the Protection of Children Act list, am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Regulation Agency) and either (please delete as appropriate):

I have no convictions, cautions or bind-overs   
OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked Confidential

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**EQUAL OPPORTUNITIES MONITORING FORM**

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| Queen Elizabeth’s believes in equality of opportunity regardless of age, race, colour, national origin or ethnic background, religion or belief, sex or pregnancy, gender reassignment, marital status or disability. To enable us to monitor this policy please complete this section of the application form. This is for monitoring purposes only and does not form part of the selection process. This sheet will be detached from the rest of your application and will not be seen by the person(s) making recruitment decisions. | | | | | | | | | | | | |
| Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background. | | | | | | | | | | | | |
| **A. White** | | | |  | | D. Black or Black British | | | | |  | |
| White UK | | | |  | | Black Caribbean | | | | |  | |
| Irish | | | |  | | Black African | | | | |  | |
| White non-UK | | | |  | | Any other Black background  (please give details): | | | | |  | |
| Any other White background  (please give details): | | | |  | | | |  | | |  | |
| B. Mixed | | | |  | | **E. Chinese or other ethnic group** | | | | |  | |
| White & Black Caribbean | | | |  | | Chinese | | | | |  | |
| White & Black African | | | |  | | Vietnamese | | | | |  | |
| White & Asian | | | |  | | Any other ethnic background  (please give details): | | | | |  | |
| Any other Mixed background  (please give details): | | | |  | | | |  | | |  | |
| C. Asian or Asian British | | | |  | | **F. I do not wish to provide this information** | | | | |  | |
| Indian | | | |  | |
| Pakistani | | | |  | |
| Bangladeshi | | | |  | |
| Any other Asian background  (please give details): | | | |  | |
| **GENDER**  Please tick the appropriate section | | |
| Male |  | Female | | | | | | Transgender | | | |
| **DISABILITY**  Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. | | | | | | | | | | | | |
| Do you consider yourself disabled? | | | | | Yes | |  | | No |  |
| If yes, please give details: | | | | | | | | | | | | |