



Queen Mary's
SCHOOL

APPLICATION FORM

DATA PROTECTION NOTICE

The School is legally required to carry out a number of pre-appointment checks. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. In order to be considered for a position at the School, you must complete this application form. A curriculum vitae will not be accepted in place of a completed application form. Please note that the School may carry out online searches on applicants as part of the shortlisting exercise.

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

Please see the Privacy Notice on how we use your personal data for job applicants.

☐ By ticking the box, you are agreeing to the terms in the Privacy Notice.

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

The response areas on the form will expand to take more text; you are not limited by the current size.

Please attach a short covering letter, to include your reasons for applying, your relevant experience and why you feel that your experience fulfils the post's requirements.

This should be emailed as an attachment to your application form (Word format or Word compatible) to hr@queenmarys.org

POSITION APPLIED FOR:

2. Personal details

PERSONAL DETAILS	
Preferred title (Dr/Mr/Mrs/Miss/Ms)	
First name	
Surname	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	
CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	
DISABILITY AND ACCESSIBILITY	
The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:	

RIGHT TO WORK IN THE UK
Do you have the right to work in the UK? ☐ Yes ☐ No The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006 and by signing this application, you agree to provide such evidence when requested.

If yes, please state on what basis:

- ☐ UK citizen
- ☐ EU settled status
- ☐ Skilled worker visa
- ☐ Graduate visa
- ☐ Youth mobility visa
- ☐ Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you lived or worked outside of the UK in the last 5 years?: ☐ Yes ☐ No

If you have lived and/or worked outside of the UK, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

Do you hold a Certificate of Good Conduct for your time spent abroad

- ☐ Yes
- ☐ No

RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of the school community:

- Governors
- Staff
- Pupils

If you have a relationship with a governor or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at school

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

Queen Mary's School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments for all positions at the School which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children. If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the School will be handled in accordance with any guidance and / or code of practice published by the DBS.

The School will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the School to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so. *The declaration of this Form therefore asks you to confirm whether you are barred from working with children.*

3. Employment history

CURRENT/ MOST RECENT EMPLOYMENT DETAILS

Employer Name		
Employer Address		
Job Title		
Dates employed	From:	To:
Current Salary (including any additional benefits)		
Reason for seeking other employment:		
What notice period are you required to give:		
What date are you available to begin a new post?		

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. Please continue on a separate sheet if necessary.

Dates	Name and Address of Employer	Position held and/or duties	Reason for leaving
From			
dd mm yy			
To			
dd mm yy			
From			
dd mm yy			
To			

dd	mm	yy			
From					
dd	mm	yy			
To					
dd	mm	yy			
From					
dd	mm	yy			
To					
dd	mm	yy			

EMPLOYMENT GAPS

If there are any gaps in your employment history, e.g. looking after children, sabbatical year, please give details and dates.

4. Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.
You'll be required to produce evidence of qualifications.

Name of School/College/University	Dates of Attendance	Examinations			
		Subject	Result	Date	Awarding Body
	From				
	ddmmyy				
	To				
	ddmmyy				
	From				
	ddmmyy				
	To				
	ddmmyy				
	From				

	dd	mm	yy				
	To						
	dd	mm	yy				
	From						
	dd	mm	yy				
	To						
	dd	mm	yy				

TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application. Please include memberships of organisations.

Course dates	Length of course	Course title	Qualification obtained	Course provider

TEACHER STATUS

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests which could be of benefit to the school for the purposed of enriching its extra-curricular activities.

5. Suitability

Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any personal qualities, experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate sheet if necessary.

PROHIBITION FOR TEACHING, PROHIBITION FORM MANAGEMENT AND DISQUALIFICATION FROM PROVIDING
CHILDCARE

The School is not permitted to employ anyone to carry out 'teaching work' if they are prohibited from doing so. For these purposes 'teaching work' includes:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head.

The School is also not permitted to employ anyone to work in a management position if they are prohibited from being involved in the management of an independent school. This applies to the following positions at the School:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role;
- support staff posts on the senior leadership team;
- senior support staff posts

The School is also not permitted to employ anyone to work in a position which involves the provision of 'childcare' if they are disqualified from providing 'childcare'. For these purposes 'childcare' includes:

- all supervised activities before, during and after the school day for children in our early years provision i.e. for a child up to 1 September following their 5th birthday; and
- provision for children who are not in our early years provision and who are under the age of 8, which takes place on the school premises before or after the school day.

Work as a cleaner, driver, transport escort, member of the catering staff or member of the office staff is not considered 'childcare' for these purposes.

The declaration of this Form therefore asks you to confirm whether you are prohibited from carrying out 'teaching work', prohibited from being involved in the management of an independent school and / or disqualified from providing 'childcare'. You do not have to complete these aspects of the declaration if you are not applying for a relevant role. If you are unsure whether the role for which you are applying involves teaching work, is a relevant management role or involves the provision of 'childcare' please contact HR.

The School will also carry out a check to determine whether successful applicants for relevant roles are prohibited from teaching and / or prohibited from involvement in the management of an independent school. Successful applicants for 'childcare' roles will be required to complete a childcare disqualification self-declaration form.

6. References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current / most recent employment does / did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references on all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer. If the School receives a factual reference i.e. one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

If the School feels it is necessary to take up additional references for any reason we will contact you to discuss this before approaching any party for an additional reference.

The School may also telephone your referees in order to verify the reference they have provided.

The School treats all references given or received as confidential which means that you will not usually be provided with a copy.

REFEREE 1	REFEREE 2
Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
Position:	Position:
May we contact prior to Interview?	May we contact prior to interview?
Yes ☐ No ☐	Yes ☐ No ☐

If either of your referees knows you by a different name, please state:

7. Safer Recruitment

DETAILS OF ONLINE PROFILE
Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. You (and all other candidates) are therefore required to provide the following information as part of your application: • the social media platforms on which you have accounts; • the account names/handles for all of your social media accounts, including any under a nickname or pseudonym; • any websites you are involved with, in or featured on or named on; and • any other publicly available online information about you of which the School should be made aware. If you are shortlisted for the role, we may carry out an online search based on the information you provide in this form. If we carry out a search, we will also search more widely for any other online information about you.

You are not required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

DISCIPLINARY RECORD

Are you subject to any extant disciplinary penalties or do you have any disciplinary procedures pending?

☐ Yes

☐ No

If yes, please provide details on a separate sheet and email this as a separate attachment, marked '**strictly confidential**' with your completed application form.

CHILD PROTECTION AND CRIMINAL RECORDS

The role you are applying for is also exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Having a criminal record will not necessarily prevent you from taking up employment with the School. Instead, the School will assess each case on its merits and with reference to the School's objective assessment criteria set out in the School's 'Recruitment, selection and disclosure policy and procedure'.

Queen Mary's School is completely committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. The offer of appointment will not be confirmed until the school receives enhanced DBS clearance.

Have there been any Child Protection concerns or investigations about you in the past?

☐ Yes

☐ No

If yes, please provide details on a separate sheet and email this as a separate attachment marked '**strictly confidential**' with your completed application form.

Have you ever been referred to, or are the subject of, a sanction, restriction or prohibition from teaching or management of an independent school by NCTL, Department for Education or other equivalent body?

☐ Yes

☐ No

Have you been convicted by the courts of any criminal offence?

☐ Yes

☐ No

Is there any court action pending against you?

☐ Yes

☐ No

If **yes** to either of the above please provide details on a separate sheet and email this as a separate attachment marked '**strictly confidential**' with your completed application form.

8. Declaration

DECLARATION

- I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children ☐
- I confirm that I am not prohibited from carrying out 'teaching work' ☐ (*do not tick this box if the role for which you are applying does not involve 'teaching work'*)
- I confirm that I am not prohibited from being involved in the management of an independent school ☐ (*do not tick this box if the role for which you are applying is not a management role*)
- I confirm that, to the best of my knowledge, I am not disqualified from working in early years provision or later years provision with children under the age of eight ☐ (*do not tick this box if the role for which you are applying does not involve the provision of 'childcare'*)
- I confirm that I have provided details of all my online profile (including social media accounts under nicknames and/or pseudonyms) and I have not knowingly withheld any information ☐
- I confirm that the information I have given on this application form is true and correct to the best of my knowledge ☐
- I understand that providing false or misleading information could result in my application being rejected or (if the false or misleading information comes to light after my appointment) summary dismissal and may amount to a criminal offence ☐

The information on this form may be processed in accordance with the Data Protection Act 1998. Where this form is submitted electronically and without signature, electronic receipt of this form by Queen Mary's School will be deemed equivalent to submission of a signed version.

Signature

Date

EQUALITIES MONITORING

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
What is your date of birth?	D	D	M	M	Y	Y	Y	Y
What is your sex?	☐ Male ☐ Female							
What gender are you?	☐ Male ☐ Female ☐ Other ☐ Prefer not to say							
Do you identify as the gender you were assigned at birth?	☐ Yes ☐ No ☐ Prefer not to say							
How would you describe your ethnic origin?								
White ☐ British ☐ Irish ☐ Gypsy or Irish Traveller ☐ Any other White background Asian or British Asian ☐ Bangladeshi ☐ Indian ☐ Pakistani ☐ Chinese	Black or Black British ☐ African ☐ Caribbean ☐ Any other Black background Mixed ☐ White and Asian ☐ White and Black African ☐ White and Black Caribbean ☐ Any other mixed background				Other Ethnic groups ☐ Arab ☐ Any other ethnic group ☐ Prefer not to say			
Which of the following best describes your sexual orientation?								
☐ Bisexual ☐ Heterosexual/straight ☐ Homosexual					☐ Other ☐ Prefer not to say			

What is your religion or belief?

☐ Agnostic
☐ Atheist
☐ Buddhist
☐ Christian
☐ Hindu

☐ Jain
☐ Jewish
☐ Muslim
☐ No religion

☐ Other
☐ Pagan
☐ Sikh
☐ Prefer not to say

The Equality Act defines a disability as "A 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". To be protected by the Act an individual must therefore have:

- A long term physical or mental impairment (lasting or likely to last for 12 months or more) and
- A condition that has a substantial adverse impact on his/her ability to carry out normal day to day activities

Do you consider yourself to have a disability according to the terms of the Equality Act 2010 Disability Legislation?

☐ Yes
☐ No
☐ Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

☐ Physical impairment
☐ Sensory impairment
☐ Learning disability/difficulty
☐ Long-standing illness
☐ Mental health condition
☐ Developmental condition
☐ Other

Do you require adjustments or special facilities if invited for interview?

☐ Yes
☐ No
If 'yes', please provide outline details below

Would you require adjustments or special facilities with aspects of the job if appointed?

☐ Yes
☐ No
If yes, please provide outline details below

PRIVACY NOTICE

The following explains how we Queen Mary's School (Controllers) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

As defined by the General Data Protection Regulation (GDPR) Queen Mary's School is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide.

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

We will store your application data for 12 months after the vacancy has closed. After this period, it will be fully anonymised.

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

How can I access the information you hold about me? Your rights

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.

STATEMENT OF RECRUITMENT POLICY

It is Queen Mary's School's policy to employ the best qualified staff and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

Queen Mary's School is fully committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.

If your application is successful, Queen Mary's School will retain the information provided in this form (together with any attachments) on your personnel file.

If your application is unsuccessful, all documentation relating to your application will be destroyed confidentially.