



Support Staff Application Form

Confidential

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:	enquiries@hopecommunityschool.org	Ref. No. (Office Use Only)
	Hope Community School 167 Rectory Lane, Sidcup, Kent. DA14 5BU	
The deadline for receipt of completed applications is:		

Details of Post Applied For:

Job Title	
Job Reference Number (if any)	
Please confirm the date you would be able to start work, if successful	

Personal Details:

Title		First Name(s)		
Surname			Date of Birth ¹	
If you have previously been known by another name, please specify:				
Address				

¹ The Governing Body complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE ("Keeping Children Safe in Education").

Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.			
	Daytime Contact Number:			
	Evening Contact Number:			
	Mobile Number (if different):			
	Email Address:			
Do you currently have the right to work in the UK?		YES	NO	If no, please specify your circumstances below:
Nationality				
National Insurance number				

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g., School, College or University)	Dates Attended		Courses/Subjects Taken; Awarding Body and Examination Results or Award
	From (Month/Year)	To (Month/Year)	

Membership of Professional Bodies:

Please give details of any relevant professional bodies to which you belong.

Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken which you have not detailed elsewhere and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Employment History:

Please give details of **all periods of employment** you have undertaken since leaving secondary education. List the information in reverse chronological order (i.e., with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason

Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the job description and person specification for the post and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for the post
- Key responsibilities and achievements in your present or most recent job which are relevant to this application
- Details of any relevant interests or activities

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us before submitting your application form.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children and young people but have done so in the past, your second referee **must** be that employer.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as your referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Role		Role	
Address		Address	
Tel. Number		Tel. Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	
Is this referee aware of your application for this post? Yes ☐ No ☐		Is this referee aware of your application for this post? Yes ☐ No ☐	

Online Searches following shortlisting:

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview. All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process. No irrelevant information uncovered will be provided to the staff responsible for interviewing the job applicant.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles
- A search of LinkedIn, Twitter, Facebook, Instagram and review of post made over past 5 years

Reasonable Adjustments to the Shortlisting Process:

We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act (ROA) 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check.

If you are shortlisted for interview you will be required to declare any cautions, convictions, reprimands or final warnings which are not protected (i.e. that are not filtered out*), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). You will also be required to disclose any other information that would suggest that you may be unsuitable to work with children. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, for example through the DBS check, then this may place your employment in jeopardy. Any information given will be treated in the strictest confidence and with due regard to the ROA and data protection legislation.

** Amendments to the Exceptions Order 1975 provide that certain spent convictions and cautions are 'protected' meaning that they are not subject to disclosure to employers and cannot be taken into account.*

All guidance and criteria on the filtering of these cautions and convictions can be found in the [DBS filtering collection on the Gov.uk website](#) and further information on disclosing a criminal record can also be obtained from Nacro: www.nacro.org.uk

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Are you currently registered with the DBS Update Service?	YES/NO
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Declaration of Relationships:

Are you related to, or do you have a close personal relationship with, an existing member of staff or member of the board of governors?	YES / NO
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If YES, please provide below his/her name and role, and state your relationship:

A Note on Childcare Disqualification Requirements

In addition to undertaking checks to ensure that members of staff are suitable to work with children, schools are also specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018. All prospective staff responsible for the provision or management of such childcare (including teaching) are therefore required to declare that they are not disqualified from undertaking such work if shortlisted for the role.

A disqualified person is not permitted to provide or manage care for children under age 8 unless they apply for, and are granted, a waiver from Ofsted. In summary, a person may be disqualified from working in a school setting through:

- Inclusion on the Children's Barred List;
- Being cautioned for, or convicted of, certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of a child under the person's care);
- Having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

Disqualification also applies to equivalent offences committed overseas. The Regulations do not automatically apply to all posts in a school or to settings where there is no provision for children under 8. You will therefore be informed if the Regulations are relevant to the post you are applying for.

Should you need to, you can find out more about disqualification in the Department for Education's guidance: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. In some circumstances it could also result in a referral to the police. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application.

Retention of Application Forms:

As outlined in the Privacy Notice below, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO):

YES	NO
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Equality Monitoring Form

We aim to select all staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of our equality policy and recruitment procedures, we ask that all applicants complete this form and return it with their application, however completion **is optional**. In accordance with data protection legislation, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. **The form will be separated from your application upon receipt and will not be shared with the selection panel. For the successful candidate, the form will be retained securely as part of the confidential staff record.** Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female ☐ Male ☐ Prefer to self-describe ☐ :

Age: 16-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55-64 ☐ 65+ ☐

Disability: Do you consider yourself to have a disability? Yes ☐ No ☐

Ethnicity: How would you describe your ethnic group? Please tick **one** category below. The categories are based on the population census.

White	
English / Welsh / Scottish / Northern Irish / British	☐
Irish	☐
Gypsy or Irish Traveller	☐
Any other White background (specify if you wish):	
Mixed / Multiple Ethnic Groups	
White and Black Caribbean	☐
White and Black African	☐
White and Asian	☐
Any other Mixed / Multiple ethnic background (specify if you wish):	

Asian / Asian British	
Indian	☐
Pakistani	☐
Bangladeshi	☐
Chinese	☐
Any other Asian background (specify if you wish):	
Black / African / Caribbean / Black British	
African	☐
Caribbean	☐
Any other Black / African / Caribbean background (specify if you wish):	
Other Ethnic Group	
Arab	☐
Any other ethnic group (specify if you wish):	

Ref No. (For Office Use Only)

Employment Privacy Notice – Applicants

Introduction

New Generation Schools Trust ("the Company") is committed to protecting the privacy and security of your personal information.

This employment privacy notice describes how we collect and use personal information about you before your working relationship with us, in accordance with the General Data Protection Regulation known as GDPR.

It applies to all applicants.

The Company is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under the GDPR to notify you of the information contained in this employment privacy notice.

This notice does not form part of any contract of employment or other contract to provide services. We may amend or update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data Protection Principles

We will comply with data protection law. In summary this says that the personal information we hold about you must 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 and kept securely.

Information Held

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are "special categories" of more sensitive personal data which require a higher level of protection (see below).

Applicants

As part of the application process, we will collect, store, and use some or all of the following categories of personal information about you:

- Personal contact details such as name, title, postal address, telephone numbers, and a personal email address
- Date of birth
- Gender
- Marital status
- National Insurance number
- Salary, annual leave, pension and benefits information
- Provisional start date
- Location of current and previous employment or workplace

- Copy of driving licence
- Motor vehicle details (for roles in receipt of a car allowance)
- Recruitment information (including copies of right to work documentation, references and other information included in a cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, training records and professional memberships)
- Accident records
- Compensation history
- Performance information
- Information relating to work attendance and absence and punctuality
- Disciplinary and grievance information
- Photographs

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

- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions and offences

Collection of Personal Information

We collect personal information about applicants through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers or other background check agencies.

Use of Personal Information

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where we need to process your application prior to entering into any contract with you.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare: (1) Where we need to protect your interests (or someone else's interests); or (2) Where it is needed in the public interest or for official purposes.

We need all the categories of information in the list above to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

- Making a decision about your recruitment or appointment
- Determining the terms on which you will work for us
- Checking you are legally entitled to work in the UK
- Making decisions about salary and compensation
- Assessing qualifications for a particular job or task
- Education, training and development requirements
- Ascertaining your fitness to work
- Complying with health and safety obligations
- To prevent fraud
- Equal opportunities monitoring

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

Failure to Provide Personal Information

If you fail to provide certain information when requested, we may not be able to process your application.

Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of Sensitive Personal Information

The "special categories" of sensitive personal information referred to above require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our data protection policy.
4. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Our Obligations as Employer

We will use your particularly sensitive personal information in the following ways:

- We will use information relating to leave of absence, which may include sickness absence or family related leave, to comply with employment and other laws.
- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work and to provide appropriate workplace adjustments where necessary.

Consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of a contract with us that you agree to any request for consent from us.

Data Sharing

We may have to share your data with third parties, including third-party service providers.

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

We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Third Parties

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

"Third parties" includes third-party service providers (including contractors and designated agents) and other entities. The following activities are carried out by third-party service providers: HR, Payroll, pension administration, benefits provision and administration, IT services.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. Data is provided to our third party service providers for specified purposes and not for use for their own purposes.

Data Security

We have put in place appropriate measures to protect the security of your information.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

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

Data Retention

If your application for employment is unsuccessful, the Company will hold your data on file for 6 (six) months after the end of the relevant recruitment process in line with recommended guidance for recruitment information. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked as part of your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during and after your employment. The periods for which your data will be held will be provided to you in a new privacy notice

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an employee, worker or contractor of the Company we will retain and securely destroy your personal information in accordance with applicable laws and regulations.

Rights of Access, Correction, Erasure & Restriction

Duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during the application process.

Rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party

If you want to review, verify, correct or request erasure of your personal information, or request that we transfer a copy of your personal information to another party, please contact the **New Generation Schools Trust** in writing at:

New Generation Schools Trust
New Generation Centre
Birkbeck Road
SIDCUP
Kent
DA14 4DJ

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Withdrawing Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the recruitment contact set out in the job advert. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Complaints

- You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. They are the UK supervisory authority for data protection issues.

Changes to this Employment Privacy Notice

We reserve the right to update this employment privacy notice at any time, and we will advise you of any substantial updates and provide you with access to a new employment privacy notice. We may also notify you in other ways from time to time about the processing of your personal information.

Queries

If you have any questions about this employment privacy notice or how we handle your personal information, please contact the **New Generation Schools Trust** in writing at:

New Generation Schools Trust
New Generation Centre
Birkbeck Road
SIDCUP
Kent
DA14 4DJ