

THE URSULINE ACADEMY ILFORD

A Catholic Academy for Girls



SAFER RECRUITMENT APPLICATION FORM SUPPORT STAFF APPOINTMENT

Please ensure you complete **all** sections of this form and note CVs will not be accepted

POST APPLIED FOR	
Where did you hear about this vacancy?	

PERSONAL DETAILS

All employees have a responsibility for and are committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. If successful you will be subject to a DBS check.

TITLE		SURNAME	
FORNAMES		KNOWN AS	
ANY FORMER NAMES		DATES TO/FROM	
PERMANENT ADDRESS		TEMPORARY ADDRESS (if applicable):	
POST CODE		POST CODE	
HOME TELEPHONE		MOBILE TELEPHONE	
EMAIL ADDRESS			
HOW WOULD YOU LIKE TO HEAR ABOUT YOUR APPLICATION?		Email <input type="checkbox"/>	Post <input type="checkbox"/>

WORKING IN THE UK

Are you eligible to work in the UK/EEA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NATIONAL INSURANCE NUMBER		
DBS/CRB NUMBER (if held)		
DBS REGISTERED BODY:		DBS/CRB ISSUE DATE: <input type="text"/>

EMPLOYMENT HISTORY

Starting with your most recent job, paid and/or unpaid, please list employment providing all of the details requested. **It is important that there are no gaps in employment on your application form – please use a continuation sheet if necessary.** Please include periods of unemployment, detailing which office you may have received benefits from, and if you have been self-employed you will need to provide proof. If you are short-listed we will obtain references, which may cover a full three year history they could include time spent in education. We will seek information on all areas of ability and performance.

NAME OF CURRENT/LAST EMPLOYER			
ADDRESS			
POSTCODE			
POST HELD		SALARY	
START DATE		LEAVING DATE OR NOTICE PERIOD	
BRIEF DESCRIPTION OF RESPONSIBILITIES			

PREVIOUS EMPLOYMENT

EMPLOYER'S/ORGANISATION'S NAME			
ADDRESS			
POSTCODE			
POST HELD		SALARY	
START DATE		LEAVING DATE	
REASON FOR LEAVING			

EMPLOYER'S/ORGANISATION'S NAME			
ADDRESS			
POSTCODE			
POST HELD		SALARY	
START DATE		LEAVING DATE	
REASON FOR LEAVING			

PREVIOUS EMPLOYMENT CONT...			
EMPLOYER'S/ORGANISATION'S NAME			
ADDRESS			
POSTCODE			
POST HELD		SALARY	
START DATE		LEAVING DATE	
REASON FOR LEAVING			
EMPLOYER'S/ORGANISATION'S NAME			
ADDRESS			
POSTCODE			
POST HELD		SALARY	
START DATE		LEAVING DATE	
REASON FOR LEAVING			

PLEASE PROVIDE DETAILS OF ANY GAPS IN EMPLOYMENT – WITH DATES

EDUCATION, TRAINING AND QUALIFICATIONS

Please give details of any qualifications or training that you have received, which support your application. Include any on the job training as well as formal courses.

SECONDARY EDUCATION Name/Address	DATES (MM/YY) FROM TO		QUALIFICATIONS AND GRADES OBTAINED
COLLEGE/UNIVERSITY/OTHER Name/Address	DATES (MM/YY) FROM TO		QUALIFICATIONS AND GRADES OBTAINED

PROFESSIONAL QUALIFICATIONS/REGISTRATIONS

Please provide details of any professional qualifications and membership of Professional Institutes that you hold

NAME OF PROFESSIONAL BODY			
MEMBERSHIP GRADE AND NUMBER		DATE OBTAINED	
NAME OF PROFESSIONAL BODY			
MEMBERSHIP GRADE AND NUMBER		DATE OBTAINED	
NAME OF PROFESSIONAL BODY			
MEMBERSHIP GRADE AND NUMBER		DATE OBTAINED	

REFERENCES. In line with recommended Safer Recruitment Guidelines references are taken up prior to interview. Please give names and addresses of two professional referees. One of these should be your present or most recent employer. All referees should be from an employment within the last 5 years.

REFEREE 1		REFEREE 2	
TITLE & FULL NAME		TITLE & FULL NAME	
JOB TITLE		JOB TITLE	
RELATION TO YOU		RELATION TO YOU	
BUSINESS NAME/ADDRESS		BUSINESS NAME/ADDRESS	
POST CODE		POST CODE	
EMAIL		EMAIL	
TELEPHONE		TELEPHONE	

SUPPORTING STATEMENT AND ACHIEVEMENTS

Please use this space to tell us how you meet each of the points on the job description. We need to have this information in order to consider your application. Please attach additional information if you require more space.

DECLARATIONS

Are you related to the Headteacher, member of the School Leadership Team or School Governor?

YES ☐ NO ☐

If yes, please state their name the position they hold and their relationship to you:

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Note: Failure to disclose a relationship could lead to disqualification of the candidate

SAFER RECRUITMENT: DECLARATION OF CRIMINAL OFFENCES

The Ursuline Academy Ilford complies with Safer Recruitment. The post is exempt from the Rehabilitation of Offenders Act 1974. You must give details on this form of all offences, convictions, cautions or bindovers you have or any court cases that you have pending (including those regarded as 'spent' for other purposes). Possession of a conviction or caution will not necessary be a bar to employment with The Ursuline Academy Ilford; each case is considered on its merits. All information will be treated in the strictest confidence and will be used for this job application only.

NOTE: Failure to disclose any criminal conviction could prevent further consideration of an application for appointment. All information given will be treated in the strictest confidence and will be used for this job application only. As the occupant of this post will have substantial access to children, a DBS check will be undertaken for the successful candidate.

Barred List Checks will be undertaken for all shortlisted candidates prior to interview

Have you ever been disqualified from working with children or vulnerable adults? YES ☐ NO ☐

Have you ever been cautioned or convicted of a criminal offence? YES ☐ NO ☐

Do you have any unspent criminal convictions or cautions? YES ☐ NO ☐

DETAILS OF OFFENCE	PLACE AND DATE OF JUDGEMENT(S)	SENTENCE(S)
<i>IF YOU DO NOT HAVE ANY, PLEASE WRITE NONE</i>		
[]	[]	[]
[]	[]	[]
[]	[]	[]

DISABILITY

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long term effects on their ability to carry out normal day to day activities. If we know you have a disability we will make adjustments to the working arrangement and/or the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability you wish us to know about at this stage? YES ☐ NO ☐

Please let us know what, if any, access requirements you have:

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PLEASE SIGN AND DATE THIS DECLARATION

You cannot sign this form on screen. By submitting an email application, you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.

I certify that to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from appointment or after appointment could lead to a disciplinary action or dismissal without notice.

I authorise the Academy to check the information supplied and hold all such information in both paper and electronic formats.

FULL NAME			
SIGNATURE		DATE	

Data Protection: *The Academy intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Academy will ensure that all processing of data falling within the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by the Academy can be assured the information will be maintained in confidence and treated with all due care. The Academy tries to keep information held about you accurate and up to date. However, if you find any inaccuracies you have the right to have them corrected.*

This application form can be returned by email to: applications@uai.org.uk

Alternatively you can post this application to:

HR
The Ursuline Academy Ilford
Morland Road
Ilford, Essex
IG1 4JU

Thank you for your interest in our school and for your application.

THE URSULINE ACADEMY ILFORD

PRIVACY NOTICE - SCHOOL WORKFORCE

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body.

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our Local Authority;
- the Department for Education (DfE).

Acceptance of the terms of this notice is a condition of employment.

If you require more information about how we and/or DfE store and use your personal data, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the school Data Protection Officer.

Why Do We Collect and Use Staff Information?

We collect and use staff information under the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR)

We Use the Staff Data:

- to administer school property;
- to maintain our own accounts and records;
- to carry out fundraising;
- to support staff training;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

The Categories of Staff Information That We Collect, Hold and Share Include:

- Personal information (such as name and address);
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Photographs;
- Education details;
- Employment details;
- Financial details;
- Absence and holidays;
- Disciplinary records;
- CPD information;
- Relevant medical and dietary information.

Collecting Staff Information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

Storing Staff Data

We hold staff data while they are on roll.

The network account is deleted when the member of staff leaves the school.

Any other data required for legal purpose will remain on file and archived.

Who Do We Share Staff Information with?

We sometimes need to share the personal information we process with the individual them self and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where Necessary or Required We Share Information with:

- UAI, local authority, payroll provider, Teachers' Pensions;
- The Department for Education (DfE) and Central Government;
- Education, training, careers and examining bodies;
- School staff and boards;
- Family, associates and representatives of the person whose personal data we are processing;
- Financial organisations;
- NHS and healthcare professionals;
- Social and welfare organisations;
- Law enforcement organisation and courts;
- Current, past or prospective employers;
- Voluntary and charitable organisations;
- Business associates and other professional advisers;
- Suppliers and service providers;
- Financial organisations;
- Security organisations;
- Press and the media;
- School trips organisations.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our **Data Protection Officer**:

Mariano Scotti, Academy Business Manager, on 020 8554 1995

This notice is based on the [Department for Education's model Privacy Notice](#) for students, amended for parents and to reflect the way we use data in this Academy.