



Stoke Newington School & Sixth Form

Application form

Confidential

This form should be typed or completed in **BLACK INK** for copying purposes and returned to:
The Headteacher, Stoke Newington School & Sixth Form, Clissold Road, London N16 9EX

Email completed forms to: recruitment@sns.hackney.sch.uk

Tel: 020 7241 9600 | www.stokenewingtonschool.co.uk

Application for the post of:	Closing date:
Your name: please state your name in full, using BLOCK CAPITALS, and underline your surname or family name	
National Insurance number:	If you require a work permit in the UK, you must inform HR if a job offer is made. You will be required to produce your work permit.
Registered disabled person's number: (if applicable)	
Address:	Telephone numbers: Work: Home: Mobile: Email:

Education and Training

Please fill in the table below in chronological order. Your most recent qualifications should be entered last

Name of school/college/university:	Qualifications obtained:	Date of the award:

Present or most recent employment

Name of employer:
Address:
Position held:
Date appointed: From: _____ To: _____
Pay:
Allowance/grade:

Experience

Details of previous experience and other information, including in-service training and other skills you consider relevant to this post. Please continue on a separate sheet, if necessary, and put your name and the position you are applying for on each separate sheet.

References and Reference Declaration

For candidates who are shortlisted, references will be taken up prior to interview

Current headteacher/college principal or employer	Second referee
Name and title:	Name and title:
Organisation:	Organisation:
Address:	Address:
Tel No(s):	Tel No(s):
Email:	Email:

Are you related to a member or senior officer of Hackney Council or member of the governing body at Stoke Newington School and Sixth Form?

YES NO

Please note: canvassing of or failure to disclose relationship to any member or senior officer, or member of the governing body, will disqualify the candidate.

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

- Reference requests sent to your referees will ask the referee to confirm as a minimum:
- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Signature of applicant:

Date:

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

Important Information

Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

Prohibition from Teaching

In accordance with the requirements of The School Staffing (England) (Amendment) Regulations 2013, any future appointment is subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

If you apply to the school we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 2018, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin, and health, amongst other things, is called 'special category data'. We will process (e.g. record and use) your personal/special category data in the context of advancing your application and equal opportunity monitoring, the bases being legitimate interest/consent. The information may be disclosed, as appropriate, to third parties such as Occupational Health, the Teachers' Pension Agency, Department for Education, to pension, payroll and personnel providers and other relevant statutory bodies. Checks may also be made to verify the information provided and may also be used to prevent and/or detect fraud.

This form will be kept strictly confidential but may be copied and securely transmitted electronically for use by authorised staff and/or organisations as part of the recruitment/monitoring process. Your personal information will be retained only for as long as necessary, as per the school's data retention policy to fulfil the purposes for which the information was collected, or as required by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please write to; Stoke Newington School & Sixth Form is: Clissold Road, Hackney, London, N16 9EX. Nicholas Batchelor leads on Data Protection for the school. Email address: admin@sns.hackney.sch.uk. By submitting your application, you will be giving your consent to the school to process your personal/special category data as outlined above.

Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

Monitoring supplement- It won't be shared with the Interview panel.

In order to assist the school with the effectiveness of its equalities policy, you are asked to complete the following questions.

All personal data supplied on this for subsequently stored on computer is subject to the provisions of the Data Protection Act 1984.

1. You are: MALE FEMALE

2. Date of birth:

3. Do you consider yourself disabled?

YES NO

If yes, do you have any special requirements
SIGNER / ACCESS / OTHER:

4. To which ethnic group would you say you belong?

- | | |
|---|---|
| <input type="checkbox"/> White British | <input type="checkbox"/> Indian |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Turkish | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> White/Black Caribbean | <input type="checkbox"/> Black Caribbean |
| <input type="checkbox"/> White/Black African | <input type="checkbox"/> Black African |
| <input type="checkbox"/> White/Asian | <input type="checkbox"/> Any other Black background |
| <input type="checkbox"/> Any other mixed background | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Any other ethnic group | |

Please assist us in monitoring media response and state in which publication you saw the advert for this post:

Are you a member of a trade union?

YES NO

If yes, which trade union?

Rehabilitation of Offenders Act 1974
(Exemptions) order 1975

The duties of the post for which you are applying include working with children or adults over 65 and therefore the post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975. Applicants are therefore not entitled to withhold information about any convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal after disciplinary action by the Authority. Any information given will be completely confidential and considered only in relation to an application for positions to which the Order applies.

If successful in your application, you will also be required to consent to the Authority verifying the accuracy of your response with the Metropolitan Police.

Have you any convictions? YES NO

If YES, please specify below, or on a separate sheet.

You may in the interests of privacy enclose the information in a sealed envelope, which will be returned unopened to you if you are not shortlisted.

Please note: When setting interview schedules we will always do our best to accommodate you but we cannot guarantee it.