**Langley School Employment Application Form**

**Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_­­­­­\_\_\_\_\_\_\_**

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| **SECTION A: PERSONAL INFORMATION & RIGHT TO WORK** | | | |
| Title: | Surname: | | First Name: |
| Middle Name: | Previous Surname(s): | | Preferred Name: |
| Address: | National Insurance Number:  Home number:  Mobile number:  Work number:  Email address: | | |
| Postcode: |
| How long have you lived at this address?  If you have resided at this address for less than 5 years, please provide all previous addresses covering the past 5 years. | | | |
| Previous Address: | Previous Address: | | |
| Postcode: | Postcode: | | |
| Length of time at Address: | Length of time at Address: | | |
| **General** | | | |
| Do you have a Qualified Teacher Status?  If so, what is your Teacher Registration Number: | | Yes  No  Reg. No: | |
| Are there any special arrangements / reasonable adjustments you may require to attend an interview?  If so, please state: | | Yes  No | |
| Are you related to or do you maintain a close relationship with an existing employee, volunteer or Governor of the School? | | Yes  No  If yes, please give name: | |
| Do you have children that attend Langley School? | | Yes  No | |
| Do you have a current full UK Driving Licence?  If so, please specify whether this is a full or provisional licence | | Yes  No  Full  Provisional | |
| **Right to Work in the UK** | | | |
| Do you have the right to live and work in the UK? | | Yes  No | |
| Are there any restrictions to your right to live and work in the UK which might affect your right to take up employment with us?  If YES please provide details: | | Yes  No | |
| Have you lived or worked outside of the UK in the last 10 years?  If so, please provide details of specific locations and duration. | | Yes  No | |

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| **SECTION B: EDUCATION & QUALIFICATIONS** | | | |
| **Academic and Vocational Qualifications**  Please provide details of all academic and vocational qualifications: | | | |
| Award / Qualification | Awarding Body | Date Obtained | Level / Grade |
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| **Professional Development**  Please provide details of any training courses you have attended during the last 3 years: | | | | |
| Name of Course (and award if gained) | Provider | Full-time / Part-time / Seconded | From | To |
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| **SECTION C: EMPLOYMENT HISTORY** | |
| Please provide full details of all employment positions held, including self-employment and unpaid work undertaken since leaving secondary education.  Please start with your current or most recent employer, and in each case, please state the reason for leaving employment.  Please provide explanations for any gaps in employment. | |
| **Current / most recent Employer:** | |
| **Job Title:** | |
| **Main responsibilities** | |
| **Start Date:** | **End Date:** |
| **Current Salary:** | **Salary Expectation:** |
| **Reason for Leaving:** | |

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| **Previous Employment (please insert more rows if required)** | | | | |
| **Previous Employer:** | **Job Title:** | **Start Date:** | **End Date:** | **Reason for leaving:** |
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| **Outside Interests:** | | | | |
| Is there any other employment that you would continue with if you were successful in obtaining this role: | | | | |

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| **SECTION D: PERSONAL STATEMENT**  **Please set out in detail below a statement in support of your application, which addresses the criteria in the person specification for this post.** |
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| **SECTION E: REFERENCES** | | | |
| Please provide at least two professional referees. One referee should be your current or most recent employer. | | | |
| Referee 1 | | Referee 2 | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Job Title: |  | Job Title: |  |
| Telephone No: |  | Telephone No: |  |
| Email Address: |  | Email Address: |  |

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| **SECTION F: DECLARATION & DATA PROTECTION** | |
| As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.  Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head.  If you would like to discuss this beforehand, please telephone in confidence to the Head for advice.    Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs). All other spent connections and cautions must be disclosed. | |
| I have nothing to declare | I enclose a confidential statement |
| ***(Please delete as appropriate)*** | |

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| I am aware that the School applies for an enhanced certificate from the Disclosure and Barring Service (DBS) as well as requesting other statutory pre-employment checks on its employees. My signature below indicates that I give my permission for the school to proceed accordingly. I also commit to providing sight of my DBS certificate to the School within 14 days of receiving the documentation and prior to starting employment with the School. | | Yes |
| I declare that the information I have given in this application is accurate, complete and true. I understand that providing misleading, inaccurate or incomplete information will disqualify me from the appointment or, if appointed, may result in my immediate dismissal without notice. | | Yes |
| I understand the information may be seen by the Governors, Senior Leadership Team, and the HR Department at the School for the purposes of processing and ensuring compliance with safe recruitment best practice. | | Yes |
| I understand that it is a requirement of the post to register with the DBS Updating Service. I do this at my own cost and give permission for the School to check my status at any time. | | Yes |
| **Data Protection Statement** | | |
| The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process. More details as to how we will process your data is set out in the Data Protection Privacy Notice at the end of the application form.  If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.  We may check the information provided by you on this form with third parties. | | |
| By signing the application form you are agreeing to the use and processing of personal data in accordance with the School’s registration with the office of the Information Commissioner under the Data Protection Act. | | Yes |
| **Declaration** | | |
| Signature: |  | |
| Date: |  | |

Please return completed application forms to: [recruitment@langleyschool.co.uk](mailto:recruitment@langleyschool.co.uk)

We can accept CV’s as additional information to consider alongside an application form, so please feel free to send this to us to accompany your application form.

**DATA PROTECTION PRIVACY NOTICE**

Langley School (1960) Ltd

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full-time or part-time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a ‘privacy notice’) and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Langley School (1960) Ltd (‘School’) is a ‘controller’ and gathers and uses certain information about you.

The School’s contact details are as follows:

**Address:** Langley Park, Loddon, Norfolk, NR14 6BJ

**Telephone:** 01508 520 210

**Email:** office@langleyschool.co.uk

We will comply with the data protection principles when gathering and using personal information, as set out in our Staff Data Protection Policy*.*

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Information may be held on school premises in our filing systems and on our servers. It may also be held by third party agencies, service providers and representatives.

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, or for visibility of our Recruitment Privacy Notice and Data Protection Policy, please email [recruitment@langleyschool.co.uk](mailto:recruitment@langleyschool.co.uk).