**(Non-Teaching Application)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** |  | **Recruitment No:**  **Office use only** |  |

In the following sections you will be asked to provide data about yourself for the purpose of applying for this vacancy.

This data will be used by this school to evaluate your suitability for this role as part of the recruitment process. On submission of the completed form, we will keep your application for up to 6 months after the recruitment ends, under employment law, after which it will be destroyed. You may ask for your application data to be destroyed at any time. You have on written request, the right of access to personal data held about you.

In order to comply with the Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 (as amended 2013 & 2020), and to assess your suitability, you will be asked for information about your criminal history but only if you have been shortlisted for interview. This data will only be used to assess your suitability for the role during the appropriate stage of the recruitment process.

In order to comply with our organisation equality policy, to monitor or identify any barriers or improvements, you will be asked to complete a monitoring form. This is entirely optional and where supplied, the information will be kept confidentially and has no part in the shortlisting process. This is a separate document from the Application Form.

**Please complete this form in black ink or type**. Additional information should be limited to one sheet of A4 (with your name clearly indicated and the section to which your answer refers). **Please do not enclose CVs.** Please see advertisement for closing date.

**I understand how my data may be used and agree to the privacy policy**



## Personal Details

|  |  |  |
| --- | --- | --- |
| Surname:  Preferred Title  (eg Mr/Mrs/Ms/Dr/Other): | Forenames: | National Insurance Number: |
| Address:  Landline Telephone:  Mobile Number:  Email Address:  Preferred method of contact:  Can you provide one of the following, a British passport, a UK residence permit or a legal document that proves you are able to work in the UK? This will be required later in the recruitment process.  Yes/No (*delete as appropriate)* | | |

## Current or last employment (if applicable)

|  |  |
| --- | --- |
| Employer’s name, address and nature of business  Telephone Number: | |
| Position Held | Salary, grade and benefits |
| Date started employment | Notice period required |
| Main duties and responsibilities | |

Employment History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date employed | | Employer’s Name and nature of business | Address | Position held | Reason for leaving |
| From: | To: |  |  |  |  |
| From: | To: |  |  |  |  |
| From: | To |  |  |  |  |
| From: | To: |  |  |  |  |
| From: | To; |  |  |  |  |

## Education History

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School Attended | Dates Attended | Qualifications Gained | Grade |
| College / University Attended | Dates Attended | Qualifications Gained | Grade |
| Training Courses Attended | | | Dates Attended |

Membership of Professional Bodies (if applicable)

|  |
| --- |
| Name of body, level and date of membership obtained (state whether by examination) |

References

*Please note: If selected for interview, you will be sent a permission slip to give consent for Rainham Mark Grammar School to contact your current employer and/or other referees.*

|  |  |
| --- | --- |
| **External candidates only** – Please give details of two persons who will provide a reference for you. Neither should be a relative and one should be your present, or if you are unemployed, last employer. Can you indicate whether we may contact your referees before interview?  **Existing employees –** Should insert details of their current line manager, it should be noted that they will be asked to supply a work report prior to interview**.**  **Referee 1 YES/NO Referee 2 YES/NO** | |
| Name:  Position:  Address:  Postcode:  Telephone No:  Email address: | Name:  Position:  Address:  Postcode:  Telephone No:  Email address: |

**Please give your reasons for applying together with details of any previous relevant experience or special skills and how they meet the requirements of the job.**

|  |
| --- |
|  |

Relationships

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related by marriage, blood or as a co-habit to any member of the Trust or School or a member of the School Governing Body? | YES |  | NO |  |
| If YES, please state the name, relationship and position held. | | | | |

Declaration

|  |
| --- |
| CANVASSING - Any candidate, who canvasses a governor or employee of the School, either directly or indirectly, will be disqualified from appointment. The sending of copies of, or extracts from, the application or testimonials will be regarded as canvassing.  **I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.**  **Signature: Date:** |

Please return this form, together with the Equality & Diversity Monitoring Form, to Mrs S Smith, Management Administrator/PA to the Headteacher, Rainham Mark Grammar School, Pump Lane, Rainham, Kent ME8 7AJ. Please do not enclose any original documents with this application.

**General Data Protection Regulations**

**Consent Form for Job Applicants**

In May 2018 the law changed with regard to how schools record, store and use individuals’ personal data.

As a trust we need to collect and hold data about you to enable us to process your job application. The GDPR laws places a further (and new) obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to obtain your informed consent about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

**Your consent is requested**

We would like your consent to hold personal and special data about you in order that we can process your employment application. Full information with regard to privacy notices for applicants can be found on the Rainham Mark Educational Trust (RMET) website http://www.rmet.org/

**Agreement to use my data**

I understand and agree that Rainham Mark Educational Trust will only contact my current employer and/or referees if I have been invited in for interview and have given my consent. I understand that any delays in giving this consent *may* impact on the start date of my potential employment.

I hereby consent to Rainham Mark Educational Trust obtaining information/references from my current employer and/or referees given on my application form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  | Signed: …………………………………………………………… |
|  | |  | | Date: ……………………………………………………………… |

I understand that if I am dissatisfied with how my company uses my data I can make a complaint to the government body in charge (Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or at www.ICO.org.uk)

Name: ...…………………………………………………………

Signature: ……………………………………………………….

Date: …………………………………………………………….

Yours faithfully

Data Controller

Rainham Mark Educational Trust

01634-364151