



# Queen Mary's

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## SCHOOL

NAME OF APPLICANT:

POSITION APPLIED FOR:

## Queen Mary's School Privacy Statement

The following explains how we Queen Mary's School (Controllers) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

As defined by the General Data Protection Regulation (GDPR) Queen Mary's School is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide.

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

We will store your application data for 18 months after the vacancy has closed. After this period, it will be fully anonymised.

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

How can I access the information you hold about me? Your rights

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) or seek recourse through the courts.

By ticking the box, you are agreeing to the terms in this privacy policy.

## Completing your application form

Please complete all parts of this application form electronically in **black** font. The response areas on the form will expand to take more text; you are not limited by the current size.

Only section A will be seen by the selection panel; section B is for monitoring purposes only.

### Please note:

Please attach a short covering letter, to include your reasons for applying, your relevant experience and why you feel that your experience fulfils the post's requirements. Please also include the personal and professional qualities you think you would bring to the School. This should be emailed as an attachment to your application form (Word format or Word compatible) for the attention of the Mrs Amanda Stringer, PA to the Head/HR Administor [a.stringer@queenmarys.org](mailto:a.stringer@queenmarys.org)

## Section A

Section 1 - Personal details		
Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Postal address:		Former surname(s):
Telephone and email:		Preferred forename:
Home:		National Insurance number:
Mobile:		DfE number [if applicable]:
Work:		Date of qualified teacher status (QTS)[if applicable]:
May we contact you at work?	Yes/No	
Preferred email address:		
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? Yes/No		
If yes, do you require a work permit? Yes/No		
Have you lived and/or worked outside the UK? Yes/No		
If yes, please provide outline details (country(ies) and date(s)):		
If yes, do you hold a Certificate of Good Conduct for your time spent abroad? Yes/No		
If yes, please provide the date of issue.		
Where did you see this vacancy advertised or how were you made aware of this vacancy?		

## Section 2a - School or college education from age 11

School(s) or college(s) attended	Dates of attendance dd/mm/yy	Examination results (A-level or equivalent)			
		Subject	Result	Year	Awarding body
	From:				
	<input type="text"/>				
	<input type="text"/>				
	To:				
	<input type="text"/>				
	From:				
	<input type="text"/>				
	<input type="text"/>				
	To:				
	<input type="text"/>				

## Section 2b - University education

University(ies) attended	Dates of attendance dd/mm/yy	Degrees (or equivalent)			
		Degree awarded (e.g. B.Sc.)	Result	Year	Subject
	From:				
	<input type="text"/>				
	<input type="text"/>				
	To:				
	<input type="text"/>				
	From:				
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	<input type="text"/>				
	To:				
	<input type="text"/>				
	From:				
	<input type="text"/>				
	<input type="text"/>				
	To:				
	<input type="text"/>				

### Section 3 - Other professional qualifications and professional development

Please provide details, including dates, of any professional qualifications gained or CPD that you have undertaken in the last 3 years which you consider relevant to your application for this post. Please include memberships of organisations.

### Section 4 – Current or most recent employment

Current / most recent employer:	Current / most recent employer's address:  Tel no:  Email address:
Current / most recent job title:	Date started:
Brief description of responsibilities:	Date employment ended (if applicable):
Current salary / salary on leaving:	Do you/did you receive any additional employee benefits? <b>If yes</b> , please provide brief details.  <b>Yes/No</b>

## Section 5 - Previous employment

Please give the most recent first and indicate whether full-time (FT) or part-time (PT).

Dates dd/mm/yy	Name and address of employer	Position held	Reason for leaving
From:			
<input type="text"/> <input type="text"/> <input type="text"/>			
To:			
<input type="text"/> <input type="text"/> <input type="text"/>			
FT or PT?			
From:			
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FT or PT?			
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To:			
<input type="text"/> <input type="text"/> <input type="text"/>			
FT or PT?			

## Section 6 - Periods of career break or unemployment

Please provide dates and details of all periods of unemployment since leaving secondary education that are not covered in Section 5 above.

## Section 7a - Other professional and leisure Interests

## Section 7b – Please outline why you are applying for this position and how you meet the requirements of the job specification

## Section 8a – Disciplinary record

Are you subject to any extant disciplinary penalties or do you have any disciplinary procedures pending? **Yes/No**

If **yes**, please provide details on a separate sheet and email this as a separate attachment, marked 'strictly confidential' with your completed application form.

## Section 8b – Child protection and criminal records

Because of the nature of the work for work for which you are applying, the post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purpose are "spent" under the provisions of the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies

Queen Mary's School is completely committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. The offer of appointment will not be confirmed until the school receives enhanced DBS clearance.

Have there been any Child Protection concerns or investigations about you in the past? **Yes/No**

**If yes**, please provide details on a separate sheet and email this as a separate attachment marked 'strictly confidential' with your completed application form.

Have you ever been referred to, or are the subject of, a sanction, restriction or prohibition from teaching or management of an independent school by NCTL, Department for Education or other equivalent body? **Yes/No**

Roles at Queen Mary's School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered 'spent' under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment.

Have you been convicted by the courts of any criminal offence? **Yes/No**

Is there any court action pending against you? **Yes/No**

**If yes** to either of the above please provide details on a separate sheet and email this as a separate attachment marked 'strictly confidential' with your completed application form.

## Section 9 - References

Please supply the names and contact details of two people from whom we may request a reference on your suitability for this post. One of these must be your current or most recent employer. If your current or most recent employment does not or did not involve work with children, then another referee should be from your employer with whom you most recently worked with children. No relative may act as a referee.

Please indicate below if we may not contact any one or more of your referees prior to interview.

Referee 1	Referee 2
Name:	Name:
Organisation:	Organisation:
Contact address:	Contact address:
Role in the organisation:	Role in the organisation:
Contact telephone number(s):	Contact telephone number(s):
Email:	Email
May we contact this referee prior to interview? Yes/No	May we contact this referee prior to interview? Yes/No

## Statement of recruitment policy

It is Queen Mary's School's policy to employ the best qualified staff and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

Queen Mary's School is fully committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.

If your application is successful, Queen Mary's School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will be destroyed confidentially.

## Section 10 - DECLARATION

I confirm that the information I have given on this application form is true, complete and accurate to the best of my knowledge.

I confirm that I am not on any barred list nor am I disqualified from working with children nor am I subject to sanctions imposed by a regulatory body.

I hereby give permission for personal information contained in this application to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of the equal opportunities monitoring. If appointed, the information will be used to form the basis of your personnel record.

I understand that appointment to the post will be conditional and subject to satisfactory medical clearance, DBS check and the receipt of satisfactory references.

I understand that canvassing any member of the governing body or North Yorkshire County Council could lead to my disqualification as a candidate for this post.

I declare that all the information given in this form and any accompanying documents is true and correct. I understand that any false or misleading information given in this application is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) render my contract of employment to summary dismissal and may amount to a criminal offence,.

The information on this form may be processed in accordance with the Data Protection Act 1998. Where this form is submitted electronically and without signature, electronic receipt of this form by Queen Mary's School will be deemed equivalent to submission of a signed version.

Please tick to confirm

Signature

Date

Section B

QUEEN MARY'S SCHOOL MONITORING FORM

Please complete this form electronically in **black** font. This form will be separated from your application upon receipt and will not be available to the recruitment panel when considering selection for interview. Please complete all sections of this form.

Other than your title, forename and surname your covering letter should not include any of the details requested below.

Post:
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Personal details					
Title:		Surname:		Forename:	

Gender / Marital Status / Religion or Belief (please underline)				
Are you:	Female	Male	Other	Prefer not to say
Are you:	Single	Married	Divorced	In a Civil Partnership
Are you:	Bisexual	Gay	Hetrosexual	Prefer not to say
Are you:	Christian	Hindu	Muslim	Sikh
	Jewish	Prefer not to say	Other	None

Ethnicity: what is your ethnic group? (please underline)			
White	British	Irish	Other White background
Mixed	White & Black Caribbean	White & Black African	White & Asian
	Other mixed background		
Asian or Asian British	Indian	Pakistani	Bangladeshi
	Other Asian background		
Black or Black British	Caribbean	African	Other Black background
Chinese or other ethnic group	Chinese	Other	
If other ethnic group please specify			

## Disabilities

The Equality Act defines a disability as "A physical or mental impairment, which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities". To be protected by the Act an individual must therefore have:

A long term physical or mental impairment (lasting or likely to last for 12 months or more) and

A condition that has a substantial adverse impact on his/her ability to carry out normal day to day activities

Do you consider yourself to have a disability according to the terms of the Equality Act 2010 Disability Legislation?

Yes/No If 'yes', what is the nature of your disability?

Do you require adjustments or special facilities if invited for interview? Yes/No

If 'yes', please provide outline details below

Would you require adjustments or special facilities with aspects of the job if appointed? Yes/No

If yes, please provide outline details below

## Additional information:

Are you related to, or in a relationship with, any person employed at Queen Mary's School or within North Yorkshire County Council?

Yes/No

If yes, please provide the name(s) and their role/position.

Do you know of any reasons, on the grounds of mental or physical health, why you should not be able to carry out the responsibilities required by this post? If 'yes', please give brief details. (The successful candidate will be required to complete a full medical questionnaire)

Yes/No

## Disclosure of criminal background (please put an X in the relevant box below):

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on the DfE barred list and am not subject to any sanctions imposed by any regulatory body.

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a separate email attachment or sealed envelope marked 'confidential'.

*(This envelope will only be opened in the event that you are shortlisted to attend an interview. The fact of such a conviction will not necessarily debar you from employment but will be taken into consideration by the interview panel.)*