

**APPLICATION FORM**

Post applied for:-

Please complete form and return to:-

Tracy Spencer, HR Administrator, Licensed Trade Charity, London Road, Ascot, Berkshire

SL5 8DR

**OR email to:**

**Tracy.spencer@ltcharity.org.uk**

**The Licensed Trade Charity is committed to safeguarding and promoting the welfare of children and young people, along with their protection, including Prevent Duty and expects all staff and volunteers to share this commitment.**



**Personal details**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** |  |
| Full Name (underlining the name by which you like to be known) |  |
| Title (Mr, Mrs, Ms, Miss or other) |  |
| Former Surnames (e.g. maiden name or where any previous change of name/s) |  |
| Current Address |  |
| Previous Address (if resident at current address for less than five years, please provide any previous addresses during this period) |  |
| National Insurance number |  |
| Do you require a permit to work in the UK? | **Yes/No** |
| If you answered “Yes” to the above question, have you been granted a work permit? | **Yes/No** |
| Do you have any convictions? | **Yes/No** |
| Do you hold a full current UK driving licence? | **Yes/No** |
| Home Telephone number |  |
| Work Telephone number |  |
| Mobile Telephone number |  |
| Email Address |  |

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| --- | --- |
| **EDUCATION, ACADEMIC QUALIFICATIONS AND OTHER TRAINING** | |
| **Dates** | **Educational Qualifications, etc** |
|  |  |
| **Dates** | **Other Professional Qualifications** |
|  |  |
| **Dates** | **In-Service Training Courses Attended (5 most recent or relevant)** |
|  |  |
| **Candidates invited for interview may be requested to bring documents confirming educational and professional qualifications.** | |

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| **CURRENT OR MOST RECENT APPOINTMENT** | |
| Date of Appointment | Name and Address of Present Employer |
|  |  |
| Reason for leaving |  |
| Length of Notice required |  |
| Position Held |  |
| Remuneration Package/Salary/Wage |  |
| Please give a brief description of your current job, including any position of responsibility you have held  *(You may wish to include a copy of your present job specification)* | |
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| **PREVIOUS EMPLOYMENT** - Please list in reverse order from date of leaving school to current employment, by month and year, accounting for any gaps in employment, i.e. travelling, raising a family, sabbatical. | | | | |
| **From** | **To** | **Employer** | **Position Held** | **Areas of Responsibility** |
|  |  |  |  |  |
| **OTHER INTERESTS (***Please give details of any other activities or interests)* | | | | |
|  | | | | |
| **Existing Contacts within the School:** | | | | |
| Please indicate if any existing employees or governors are known to you, are family friends or if you have a close relationship with any existing employee or governor at the School. Please advise how you know them or are related to them. | | | | |
|  | | | | |
| Please advise if you know of anyone working at the school or if you have any personal connection to LVS Ascot | | | | |
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| **HEALTH INFORMATION** |
| If you will be dealing with, supervising, in contact with or interacting with children as an intrinsic function of your role, please answer the question below. To assist you in answering this question, we consider the intrinsic functions of the role you have applied for to be as stated in the job description for that role, which is available on request.  Have you recently undergone, are you undergoing or expecting to undergo any medical treatment and/or do you have any medical issues/health problems that could affect you performing the intrinsic functions of the role which you have applied for? **Yes/No**  If yes, please provide details below. |
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| **OVERSEAS CHECKS**  Have you lived or worked outside the United Kingdom in the last 10 years for more than a 3 month period please give details below: |

**Candidates invited for interview will be assessed during the selection process, in order to demonstrate they have the necessary skills and that they are suitable to work with children.**

**During the interview process, candidates will be asked questions that relate to safeguarding and promoting the welfare of children, as well as their protection. The successful candidate will be required to undergo the standard checks, including a criminal background check relevant to this appointment.**

**In addition, you should be aware that given the nature of the Licensed Trade Charity’s operations, which involves the day to day management of a number of schools including those attended by pupils which could pose both physical and psychological challenges to employees, any offers made to candidates could be conditional upon them completing a health questionnaire and where appropriate, undertaking an occupational health assessment to ensure that we are meeting our duty of care towards both our employees and our pupils. Any requirement to undertake an occupational health assessment will be decided based on the role applied for and the specific working environment.**

**DATA PROTECTION NOTICE**

**The information gathered from this application form will be held by the organisation in accordance with the Data Protection Act 2018 and any other legislation in force within England and Wales relating to data protection from time to time and for the purposes described within our privacy notice for applicants which is attached to this form.**

**As an applicant you have certain rights in relation to the personal data that you share with us, which we are required to inform you about. Details of these rights are also contained within our privacy notice for applicants, referred to above.**

**If you have any comments or concerns about how your personal data is processed by us as part of the application process of thereafter, please contact the LTC Data Protection Officer, LTC, Heatherley, London Road, Ascot, Berkshire SL5 8DR. Further details are contained within our privacy notice.**

**TO BE SIGNED BY ALL APPLICANTS.**

I confirm that to the best of my knowledge, the information given on this form is true and correct, and can be treated as part of my subsequent contract of employment.

Providing false information is an offence and could result in

* The application being rejected
* Summary dismissal if the applicant has been selected
* Possible referral to the Police if appropriate

I am in possession of the certificates that I claim to hold, and I understand that wilful falsification may result in dismissal if I am appointed.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that 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 on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by regulatory body (the General Teaching Council), and either (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked ‘Confidential’.

I understand, too, that any offer of employment may be subject to satisfactory medical and legal clearance.

If you are registered with the DBS Update Service, please confirm and sign below that you are happy for the Licensed Trade Charity to undertake this check should you be offered a position with them?  (NB: obtaining a satisfactory DBS Status Check is a condition of employment).

I consent to the Licensed Trade Charity checking the DBS Update Service and my details are as follows:

NAME AS IT APPEARS ON DBS CERTIFICATE: ………………………………………………..

DATE OF BIRTH: ……………………………………………………………………………………..

DBS CERTIFICATE NUMBER: ………………………………………………………………………

OR

I am not registered with the DBS Update Service.

Signed: ………………………………………………………………………….

Date: …………………………………………………………………………….

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? (Y/N)?

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? (Y/N)?”

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

**Signed …………………………………………………. Date ………………………………**

**Equal Opportunities Monitoring**

The Licensed Trade Charity is committed to providing equality of opportunity for all and opposes all forms of unlawful or unfair discrimination.

In order to ensure the effectiveness of our policies and to meet legal requirements, we monitor the number of staff in post and the number of applicants for employment, training and promotion by reference to the characteristics listed below.

All information within this form is confidential. This form will be separated from your application before consideration of candidates takes place and will not be available to those involved in the selection process. We will store this data confidentially and may use it to produce anonymised statistics.

**Ethnic Origin**

From which of the following ethnic/racial groups do you feel that you or your family originate, please highlight, circle or underline.

White – Irish Asian or Asian British – Pakistani

White – British Asian or Asian British – Any other Asian background

White – Any other white background Black or Black British – African

Mixed – White and Black Caribbean Black or Black British – Caribbean

Mixed – White and Black African Black or Black British – Any other Black background

Mixed – White and Asian Chinese

Mixed – Any other mixed background Any other ethnic group

Asian or Asian British – Bangladeshi Not known

Asian or Asian British – Indian Information Refused

**Disability**

The Equality Act 2010 defines a disabled person as anyone who has, or has had, a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities.

Taking this definition into account, do you consider yourself to be disabled? Yes/No

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| --- |
| If yes, please provide details |
|  |
| If yes, please outline below any arrangements/adjustments that you would need to facilitate a more comfortable interview if you are short listed. |
|  |

**REFEREES**

Please provide two referees as the School will need to contact previous employers as part of the verification process i.e. pre-appointment checks, if you are short listed for interview. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends. The School will contact previous employers ‘in writing’ to obtain written references, which will be verified by a follow-up telephone call.**

|  |  |  |
| --- | --- | --- |
|  | **First Referee** | **Second Referee** |
| **Name** |  |  |
| **Address** |  |  |
| **Position in Company/Job Title** |  |  |
| **Email** |  |  |
| **Tel No.** |  |  |
| **Relationship**  **to the referee e.g. line manager** |  |  |

**For Licensed Trade Charity Use Only**

|  |  |
| --- | --- |
| Application Received | Short listed **Yes / No** |
|  |  |
| Reference requested  1  2  3 | Reference received  1  2  3 |
| Interview Date | Invitation to interview sent on |
| Post offered **Yes / No** | Candidate notified result on |
| Candidate accepted post verbally | Candidate accepted post in writing |
| Contract agreed | Contract signed |

**Staff Privacy Notice** 

Your privacy is important to the Licensed Trade Charity. The information below sets out how the Charity, as a data controller, uses and protects the information we may hold about you.

This notice applies to all employees, workers and contractors but does not form part of any contract of employment or other contract to provide services. The Charity may update this notice at any time.

**Data we hold**

When you become an employee of the Licensed Trade Charity, we collect personal information from you. This information helps us during your recruitment approval process, application process, interview process, upon offer of appointment and throughout your employment contract.

**This is why we collect:**

During the recruitment process:

Title, full name, former surnames (if applicable), current address, previous addresses (5 year limitation), National Insurance number, signature, teacher reference number (if applicable), permit to work in the UK or other right to work evidence, such as a passport, telephone number(s), email address, education, academic/professional qualifications, current or most recent appointment, if you have any existing contacts within the school, referees as well as any other information included within your CV or any application form cover letter.

Whilst you are employed by the Licensed Trade Charity:

In addition to the above, your date of birth and age, your gender, employment contract information (including your start date and workplace, job titles, work history and working hours), details of salary (including salary history) and benefits (which could include details of your spouse and dependants), bank/building society information, payroll records, national insurance and tax records, performance reviews/management or improvement plans and appraisal records, training records, professional memberships, information given on grievances raised by or involving you, information on conduct and/or other disciplinary issues involving you, pension forms / expression of wish, next of kin, a copy of your driving licence, photographs, CCTV footage and swipecard records and information about your use of the Charity’s IT, communication and other systems.

We also require special category data, which includes:

Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

Trade union membership (or not).

Information about your health, including whether you are undergoing or expecting to undergo any medical treatment that will affect your work, details of any disability or long-term illness, any major operations, illness or periods of sickness within the last two years, as well as health and sickness records.

Convictions/results of criminal records checks.

Genetic information and biometric data.

**How this data is collected**

Personal information about employees, workers and contractors is collected through the Charity’s application and recruitment process, either directly from the candidate or sometimes from an employment agency or background check providers.

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Sometimes, additional information is collected from third parties including former employers in the course of job related activities throughout your period working for the Charity, credit reference agencies or other background check agencies, the Home Office, pension administrators, your doctors, from medical and occupational health professionals the Charity engages, from the Charity’s insurance benefit administrators, the DBS, your trade union, other employees, door entry systems, swipe card systems, automated monitoring of our websites and other technical systems such as out computer networks, CCTV, access control systems, remote access systems, email and instant messaging systems, intranet, telephones and voicemail.

**Retention Period**

All recruitment information is separated into two categories, successful and unsuccessful. Unsuccessful candidates’ recruitment information will be destroyed within six months.

Successful candidates’ information will be stored with their ongoing staff personal record and retained until termination of employment + six years, with the exception of;

information relating to safeguarding/abuse concerns which will be kept until the person’s normal retirement age.

In some circumstances, we may anonymise your personal information so that it can no longer be associated with you, in which case we may keep and use this information without further notice to you.

For further details of retention periods for different types of data, please contact the HR Director.

**How do we store your data?**

Your data is held securely, encrypted on site at our offices located in Ascot. Your recruitment application details and staff records are held in a locked filing cabinet. Your details are also stored digitally in our HR database. In both cases, your data can only be accessed by the charities HR department.

**How do we use your data?**

During your term of employment, we use your data predominantly to perform the contract we have entered into with you, to comply with a legal obligation and/or where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. On some occasions, we may also process your data to protect your interests or where it is needed in the public interest or for official purposes.

In particular, we use your data to make a decision about your recruitment, determine your contractual terms, check you are legally entitled to work in the UK, to contact you, to process payroll, pensions and other benefit schemes, to administer the contact we have entered into with you, to manage and plan for the business including auditing and accounting, to conduct performance reviews, manage performance and determine performance requirements, to make decisions about salary reviews, to assess qualifications for a particular job or task, including decisions about promotions, to gather evidence for possible grievance or disciplinary hearings, to make decisions about your continued employment/engagement, to make arrangements for the termination of the working relationship, for education, training and/or development requirements, to deal with legal disputes involving you, or other employees, workers and contractors, including accidents at work, to ascertain your fitness to work, to manage sickness absence, to comply with health and safety obligations, to prevent fraud, to monitor your use of IT and communications systems to ensure compliance with our policies, to ensure network and information security, including to prevent unauthorised access to our systems and prevent the distribution of malicious software, to conduct data analytics studies to review and better understand employee retention and attrition rates and for equal opportunities monitoring.

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In relation to special category data, we may use this as set out below, where we need to in order to comply with our legal obligations and/or in the public interests (such as for equal opportunities monitoring) and/or where it is needed to assess your working capacity on health grounds (subject to confidentiality safeguards):

We may use information relating to leaves of absence, which may include sickness absence or family related leaves, to comply with employment and other laws.

We may use information about your physical and/or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits.

We may use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation to ensure meaningful equal opportunity monitoring and reporting.

We may use trade union membership information to register the status of a protected employee and to comply with employment law obligations.

We may use information relating to criminal convictions where the law allows us to do so for example. Where it is necessary in relation to legal claims, where it is necessary to protect your interests or someone else’s interests (where you are not capable of giving consent) or where you have already made this information public.

The Charity seeks to ensure that the information collected and processes is always proportionate and we will notify you of any material changes to the information we collect or to the purposes for which we collect and process it.

**Who do we share your data with?**

During your time of employment with us, we must perform regulatory checks, under which our legal basis for processing your data is a legal obligation.

This information is shared:

Upon offer of employment with

1. The Disclosure and Barring Service (DBS) whose Privacy Policy can be found at <https://www.gov.uk/government/publications/basic-dbs-check-privacy-policy>
2. If you require a permit to work in the UK, we will be required to submit your information to the UK Visas & Immigration and Borders Agency whose Privacy Policy can be found at <https://www.gov.uk/government/organisations/home-office/about/personal-information-charter>
3. Ofsted, whose Privacy Policy can be found at <https://reports.ofsted.gov.uk/privacy-statement-cookie-policy>
4. HM Revenue & Customs for submission of NI number and payroll information whose Privacy Policy can be found at <https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you>

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Upon audit or submission of files under our Legal Obligations with

1. [I](http://i/)ndependent Schools Inspectorate whose Privacy Policy can be found at [https://www.isi.net/legals/privacy-policy](https://ukc-word-edit.officeapps.live.com/we/%20https:/www.isi.net/legals/privacy-policy)
2. Local Authorities (Including Local Authority Designated Officer)
3. Auditors
4. Pension providers
5. Training Providers
6. Lawyers
7. Health and Safety Executive whose Privacy Policy can be found at <http://www.hse.gov.uk/privacy.htm>

Upon archival of relevant data

1. Scanning companies

If you rent properties through us

1. Rental and lettings companies

If you are a member with

1. Unions

In addition to those outlined above, we may also need to share some of your personal data with other parties, such as external contractors and our professional advisers as well as with potential purchasers of all of our business or on a restructuring. Usually, information will be anonymised but this may not always be possible. We may also be required to share some personal information with our regulators or as required to comply with the law.

The following activities are carried out by external advisers: pension administration, benefits provision and administration

All third party service providers and other entities with whom we share data are required to take appropriate security measures to protect your personal information in line with Charity policies and are bound by confidentiality obligations. They can only process your personal data for specified purposes and in accordance with our instructions.

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**What we need from you**

It is important that the personal information we hold about you is accurate and current. Therefore, please keep us informed if your personal information changes during your working relationship with us.

**Your rights**

Under the GDPR in certain circumstances, you have several legal rights regarding your data. The right

1. The Right to be informed
2. The Right to access your data
3. The Right to erasure
4. The Right to object

Further Questions

1. The Right to rectification
2. The Right to restrict processing
3. The Right to data portability

If you have any further questions about how we collect and process your data, and/or if you wanted to exercise any of the rights outlined above you can contact us in one of the following ways:

Email: [dpo@ltcharity.org.uk](mailto:dpo@ltcharity.org.uk)

Phone: 01344 884440

Letter: Heatherley, London Road, Ascot SL5 8DR

If you are not happy with the way your data has been handled by us and feel unable to resolve the issue with us, you can complain to the ICO:

Information Commissioners Office Phone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

I confirm that I have read and understood the Privacy Notice for employees

Name ……………………………………..

Signature ……………………………………..

Date ……………………………………..

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Version: 1.1

Date: August 2020

Review August 2021

Author: DCO   
Owner: DCO

Audience: All employees