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| **POSITION APPLIED FOR: Administrative assistant** | | **REFERENCE:** | | **DATE:** | |
| **Which school site are you applying to: ■ Belleville □ Belleville-Wix □ The Alton □ Churchfields** | | | | | |
| **1. Personal details** | | | | | |
| Title | |  | | | |
| Surname / Family name | |  | | | |
| Forenames | |  | | | |
| Previous names / surnames / family names | |  | | | |
| National Insurance Number | |  | | | |
| Address | |  | | | |
| Postcode | |  | | | |
| Home telephone number | |  | | | |
| Mobile telephone number | |  | | | |
| Email | |  | | | |
| Work telephone number  May we call you at work? | | N/A  Yes  No | | | |
| Please give details of when you will **NOT** be available for interview e.g. holidays | |  | | | |
| Teacher Reference Number: | |  | | | |
| Continuous Service Date: | |  | | | |
| **2. Current or most recent employment** | | | | | |
| Job title |  | | | | |
| From DD/MM/YY |  | | To DD/MM/YY | |  |
| Notice period |  | | | | |
| Current salary and grade |  | | | | |
| Employer’s name and address |  | | | | |
| Telephone number |  | | | | |
| Brief description of current duties and responsibilities |  | | | | |
| Reason for leaving, if applicable |  | | | | |
| **3. Employment history**  Please list below all of the jobs that you have held in the past. Follow on from your answer to question 2 with the next most recent and include details of any voluntary work or employment that you have held on a temporary basis. **You must account for all your time since leaving school and give details of any gaps in your employment below**. Please continue on a separate sheet if necessary. | | | | | |
| From DD/MM/YY | 05/01/15 | | To DD/MM/YY | | 15/07/16 |
| Position |  | | | | |
| Duties |  | | | | |
| Employer’s name and address |  | | | | |
| Telephone number |  | | | | |
| Reason for leaving |  | | | | |
| Salary on leaving |  | | | | |
|  | | | | | |
| From DD/MM/YY |  | | To DD/MM/YY | |  |
| Position |  | | | | |
| Duties |  | | | | |
| Employer’s name and address |  | | | | |
| Telephone number |  | | | | |
| Reason for leaving |  | | | | |
| Salary on leaving |  | | | | |
|  | | | | | |
| From DD/MM/YY |  | | To DD/MM/YY | |  |
| Position |  | | | | |
| Duties |  | | | | |
| Employer’s name and address |  | | | | |
| Telephone number |  | | | | |
| Reason for leaving |  | | | | |
| Salary on leaving |  | | | | |
|  | | | | | |
| **Periods of non-employment:** Please indicate below the nature / reason for any periods during which you have not been employed, with relevant dates (DD/MM/YY) | | | | | |
|  | | | | | |
| **4. Education, training and qualifications:** Starting with the most recent, please provide details and dates for all the educational establishments you have attended. Shortlisted applicants will be required to provide evidence i.e. original certificates, of all qualifications listed on the form.  You are advised to list qualifications if (1) they are relevant to the job (2) listed in the person specification and/or (3) you can produce original copies of them. *(Please continue on a separate sheet if necessary and attach it to your form).* | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of school, college or or university | | Name of course or studies | | | Date taken/  to be taken  (DD/MM/YY) | | Qualification  Level/grade obtained | |
| University of Birmingham | |  | | |  | |  | |
| Cardiff and Vale College | |  | | |  | |  | |
| University of Birmingham | |  | | |  | |  | |
| Hereford Sixth Form College | |  | | |  | |  | |
| Haberdashers’ Monmouth School for Girls | |  | | |  | |  | |
|  | |  | | |  | |  | |
|  | |  | | |  | |  | |
| **5. Membership of professional bodies and professional qualifications:** Please provide details of your DfES, GTC, GSCC or other relevant membership number. You will be required to provide original evidence all qualifications listed below. | | | | | | | | |
| Name of body | Qualification of membership  (class/grade) | | Membership  number | Date obtained  (DD/MM/YY) | | Gained by  examination | | Still current |
|  |  | |  |  | | Y  N | | Y  N |
|  |  | |  |  | |  | |  |
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| **6. Supporting Statement of knowledge, skills, abilities and experience:** Please use this space, with separate sheets attached if necessary, to tell us how you meet the job requirements that are listed in the job description/person specification. You must address ALL the items in the list. Do not attach a CV as it will not be considered. Please refer to the guidance notes on ‘Applying for a Job’. You may refer to experience and knowledge gained from previous employment, voluntary work, leisure interests and any other activities which are relevant to this position. | | | | | | | | |
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| **7. Referees:** Please provide full details of two referees: one must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment please give the name of the head of education or training establishment that you attended and/or the manager of a voluntary group for whom you have worked. **If you are shortlisted, please note that we will seek references from your referees prior to interview** | | | |
| Name of referee 1 |  | | |
| Job title |  | | |
| Organisation |  | | |
| Address |  | | |
| Date of employment/study  (DD/MM/YY) |  | | |
| Relationship with referee  e.g.line manager |  | | |
| Telephone number |  | | |
| Email |  | | |
|  | | | |
| Name of referee 2 |  | | |
| Job title |  | | |
| Organisation |  | | |
| Address |  | | |
| Date of employment/study  (DD/MM/YY) |  | | |
| Relationship with referee  e.g. Line manager |  | | |
| Telephone number |  | | |
| Email |  | | |
|  | | | |
| **8. Relationship:** Are you related to, or do you have a close personal/business association with any employee of The Quality First Education Trust?  YES  NO  If YES please complete this section. You may attach an additional sheet if necessary. | | | |
| Employees name |  | | |
| Position |  | | |
| Relationship |  | | |
| **9. Employment Restrictions:** Are there any restrictions or conditions affecting your ability to take up or remain in employment in the UK? E.g. do you require a work permit? Are you a highly skilled migrant or a working holidaymaker?  YES  NO  If YES, please give details (including, if you are already in the UK, details of your current employer, visa/leave to remain, expiry date, certificate of sponsorship number and tier under which you are employed)  If you are offered this job will you have any other paid work?  YES  NO  If YES, please complete this section | | | |
| Employer |  | | |
| Address |  | | |
| Telephone number |  | | |
| Nature of work |  | | |
| From DD/MM/YY |  | To DD/MM/YY |  |
| Number of hours per week |  | | |
| Working times/days |  | | |
| Are these arrangements subject to change e.g. shifts  If YES, please give details | Yes  No | | |
| **10. Teaching School Alliance:** As a Teaching School we work closely with an alliance of schools. If The Quality First Education Trust is unable to offer you a post at this time, are you willing to have your details shared with other alliance schools?  YES  NO | | | |
| Name of applicant……………… ………………………………………………………………………...  Signature of applicant…………………………………………………………………Date…………………………… | | | |
| **Please note: If you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.** | | | |

**General Data Protection Regulations 2018 – Recruitment & Selection**

**Privacy Statement**

Here at Q1E we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to [ghipple@wandsworth.gov.uk](mailto:ghipple@wandsworth.gov.uk).

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)

Employment history

Qualifications

Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

Successful candidate’s data will be held under the trust’s Data Protection Policy details of which will be made available upon the offer of employment.

Unsuccessful candidate’s data will be held of a period of 6 months where upon it will be confidentially destroyed.

**Reasons We Share Personal Data**

We may share your personal data with our Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the company holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by The Quality First Education Trust for the purposes stated.

Signed: ……… …………………………………………. Date: …………

Please send a copy of your signed GDPR Form to [recruitment@q1e.org.uk](mailto:recruitment@q1e.org.uk) with your fully completed application form.