**CONFIDENTIAL**

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**SUPPORT STAFF APPLICATION FORM**

*(Before completing this form please read the* ***Notes to Applicants****)*

**Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

**TO BE USED FOR THE FOLLOWING POSITIONS ONLY:**

Teaching Assistants

Welfare Assistant / Classroom Assistant (temporary or permanent)

Support Staff Member

Nursery Employee

School Business Manager

Early Years Practitioner

**PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:**

[**www.catholiceducation.org.uk**](http://www.catholiceducation.org.uk)

**BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:**

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Full Time [ ]  Part Time [ ]  Job Share [ ]

At:       School / Academy

At which the:

Governing Body [ ]

Academy Trust Company [ ]

Multi-Academy Trust Company [ ]

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

**Personal Details:**

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted? Phone [ ]  Email [ ]

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes [ ]  No [ ]

QTS Certificate Number:       Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

**Details of Present Employment:**

Are you presently employed: Yes [ ]  No [ ]

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent [ ]  Temporary [ ]

Full time [ ]  Part time [ ]  Job share [ ]

Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date

it is due to expire:

Reason for leaving:

Gross annual salary (include details of salary scale and spine point if applicable):

**Employment History and Work Experience:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s name, address and nature of business** | **Full or part time** | **Job title and brief description of duties and responsibilities** | **Dates employed month / year****(from – to)** | **Reason for leaving** |
|       |       |       |       |       |
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If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form mustprovide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

|  |  |
| --- | --- |
| **Dates (from – to)** | **Activity** |
|       |       |
|       |       |
|       |       |

If you have ever been ordained and/or been a member of a religious community please provide details here:

**Post-11 education and training:**

Please complete in chronological order, starting with the **most recent**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name and address of establishment** | **Full or part time** | **Dates attended month / year****From - to** | **Date of award** | **Awarding body and registration number (if known)** | **Award and classification** |

**Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
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**Higher Education Qualifications**

|  |  |  |  |  |  |
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|       |       |       |       |       |       |

**School / College Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**Continuing Professional Development**

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Course Provider** | **Length of Course** | **Dates****From – To** | **Award / Classification (if applicable)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please provide details of your most recent safeguarding training:

**Professional Memberships:**

Chartered College of Teaching:

Affiliate [ ]  Associate [ ]  Member (MCCT) [ ]  Fellow (FCCT) [ ]  Chartered Teacher (CTeach) [ ]

Please list any other professional bodies of which you are a member:

**Interests and Hobbies:**

Please list your interests and hobbies outside of work:

**Supporting Statement:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

|  |
| --- |
|       |

**References:**

A referee who is a current or former employer should have full access to the applicant’s personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a “genuine occupational requirement”).

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be “practising”, you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest’s reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

* all disciplinary offences (including those where the penalty is “time expired” if related to children); and
* all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

**Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

**Parish Priest / Priest of the Parish where you regularly worship (if applicable):**

Name:

Address:

Role:

Telephone:

Email:

Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

[ ]

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

**Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes [ ]  No [ ]

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made: [ ]

**Rehabilitation of Offenders Act 1974**

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020), then the details of these must be disclosed if you are invited for interview.

Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant sections of the Disclosure Form.

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

**Important information regarding your consent**

1. We are Stuart Bathurst Catholic High School part of St John Bosco Catholic Academy, registered address, Stuart Bathurst Catholic High School.
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and St John Bosco Catholic Academy with whom we may share information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is YOUR IG and you can contact them with any questions relating to our handling of your data.
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[1]](#footnote-1) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation emailing in to admin@stuart-bathurst.org.uk. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you agree to our collecting and processing your personal information as described in paragraphs 1-11 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes [ ]  No [ ]

**Right to work in the UK.**

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the current immigration rules. More information can be found in the Notes to Applicants. By checking the box below, you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested: [ ]

**Language requirements for public sector workers.**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. This is because this is a public facing public sector post. Please note that this language requirement may be in addition to mandatory English language requirements associated with your immigration route.

**Declaration**

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

***(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).***



MODEL CONSENT TO OBTAIN REFERENCES FORM

It is the responsibility of all Applicants to ensure that all named referees have consented to providing a reference. In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate. All information provided by referees will also be compared, for consistency, with the information Applicants have provided on their application form with the intention that questions will be asked during interview if there are discrepancies.

Referees will be asked to verify the contents of an Applicant’s application form (where they are relevant) and will also be asked for information about:

* All disciplinary offences (including those where the penalty is “time expired” if related to children; and
* All child protection allegations including the outcome of any child protection investigations.

We will also ask about an Applicant’s performance history including details of any capability concerns (including attendance issues).

**Request for your consent**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we will be asking for when we contact your referees.

**Important information regarding your consent**

1. We are ***Stuart Bathurst Catholic High School part of St John Bosco Catholic Academy***
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department of Education, the Catholic Education Service and ***the Archdiocese of Birmingham and St John Bosco Catholic Academy*** with whom we may share information provided by your referees if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is ***YOUR IG*** and you can contact them with any questions relating to our handling of your data.
4. We require the information we will request from your referees in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data[[2]](#footnote-2) this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information provided by your referees will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your references and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to requesting references from your referees.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed any information relating to your application, you can make a complaint to our organisation by ***email or telephone***. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you have any objection to our taking up your references and to the collection and processing of your data as described in paragraphs 1-11 above [ ]
* I agree to you contacting my referees in order to obtain references.

Signature:       Date:

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**MODEL DISQUALIFICATION POLICY FOR STAFF**

**TO WHOM DOES THIS POLICY APPLY?**

* Staff who provide early years childcare (this covers the age range from birth until 1 September following a child’s fifth birthday i.e. up to and including reception age). This includes education in nursery and reception classes and / or supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range;
* Staff who provide later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school). This does not include education or supervised activity for children above reception age during school hours but it does include before school settings such as breakfast clubs and after school provision; and
* Staff who are directly concerned in the management of such childcare.

We are required to advise all relevant staff to read and adhere to the rules of this Policy. Please refer to your Designated Safeguarding Lead if you have any questions regarding the applicability of this Policy to you.

The term School(s) used throughout this Policy means Catholic Schools and Academies.

**KEY LEGISLATION AND GUIDANCE:**

Key legislation and guidance on whether you are a ‘Disqualified Person’ can be requested from your Designated Safeguarding Lead and includes the following:

1. Childcare Act 2006: sections 75 and 76 (“The 2006 Act”)
2. The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“The 2018 Regulations”).
3. Disqualification under the Childcare Act 2006: Statutory Guidance published in August 2018 (“The August 2018 Statutory Guidance”): specifically Tables A and B which set out the relevant offences and orders.

**ARE YOU A DISQUALIFIED PERSON AND THEREFORE DISQUALIFIED FROM WORKING HERE?**

A person may be disqualified pursuant to the 2006 Act and the 2018 Regulations because:

* they are on the Children’s Barred List (for which the school will carry out a Disclosure and Barring Service check);
* they have been cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
* there are grounds relating to the care of children (including where an order is made in respect of a child under a person’s care, including their own children);
* they have had registration refused or cancelled in relation to childcare or children’s homes or been disqualified from private fostering;
* They have committed an offence overseas, which would constitute a disqualifying offence under the 2018 Regulations had the offence been committed in the United Kingdom.

**WHAT WE CAN’T ASK FOR FROM YOU:**

The August 2018 Statutory Guidance states that:

* We must not knowingly employ a person who is a Disqualified Person;
* We should not ask for medical records, details about convictions of household members, DBS certificates from third parties, or copies of a person’s criminal record;
* We should not ask staff or third parties to make requests for any person’s criminal records, as this will amount to an enforced subject access request and is an offence under section 184 of the Data Protection Act 2018;
* Substantive details of criminal record checks should not be retained without the consent of the individual and information that is not relevant should be destroyed. Where you do not consent to such data being held, we will only record the date the declaration was made, details of any safeguarding restrictions and whether or not an Ofsted waiver has been granted.

**WHAT TO DO IF YOU ARE A DISQUALIFIED PERSON?**

Declare how and why you are disqualified to your Designated Safeguarding Lead immediately.

**It is a criminal offence for a Disqualified Person to be involved in childcare in any of the categories set out above.**

**CAN I APPLY FOR A WAIVER FROM DISQUALIFICATION?**

Only the Disqualified Person can apply to Ofsted for a waiver, we cannot do it on your behalf.

**YOUR ONGOING OBLIGATION**

You must notify the Designated Safeguarding Lead immediately of anything that affects your qualification to work in the school, including any future cautions, warnings, convictions, orders or other determinations made that would disqualify you pursuant to the 2018 Regulations.

You have an **ongoing obligation** to report to the Designated Safeguarding Lead if you become a Disqualified Person (or have reason to believe that you may be a Disqualified Person) at any stage during your employment.

**ACKNOWLEDGEMENT**

I have read and understood this Disqualification Policy. I understand the obligations on me set out in it and will comply with it

Name……………………………….. Date……………………………………………..

**PLEASE NOTE THAT IF YOU ARE A DISQUALIFIED PERSON AND FAIL TO CONTACT YOUR DESIGNATED SAFEGUARDING LEAD YOU MAY BE SUBJECT TO DISCIPLINARY ACTION AND MAY NOT BE PERMITTED TO CONTINUE WORKING IN THIS SCHOOL.**

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MODEL RECRUITMENT MONITORING INFORMATION FORM

**THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.**

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

School:

Date of birth:

GENDER

My gender is:       or: I Prefer not to say [ ]

COUNTRY OF BIRTH

My country of birth is:

ETHNIC ORIGIN

I would describe my ethnic origin as:

1. White

British [ ]  English [ ]  Scottish [ ]  Welsh [ ]

Irish [ ]  European [ ]  Non-European [ ]

Any other White background (please specify):

2. Black or Black British

African [ ]  Caribbean [ ]

Any other Black background (please specify):

3. Mixed Background

White and Asian [ ]  White and Black Asian [ ]  White and Black Caribbean [ ]

Any other mixed background (please specify):

4. Asian and Asian British

Bangladeshi [ ]  Indian [ ]  Pakistani [ ]

Any other Asian background (please specify):

**5. Chinese and Chinese British**

Chinese [ ]

Any other Chinese background (please specify):

**6. Other ethnic group**

Please specify:

RELIGION

I would describe my religion as:

None [ ]  Catholic [ ]  Other Christian [ ]  Buddhist [ ]

Hindu [ ]  Jewish [ ]  Muslim [ ]  Sikh [ ]

Any other (please specify):

DISABILITY

The legal definition of disability is ‘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. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:

Yes: [ ]  No: [ ]

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

**Important information regarding your consent**

1. We are ***Stuart Bathurst Catholic High School, Wood Green Road, Wednesbury, WS10 9QS, part of St John Bosco Catholic Academy.***
2. Being a Catholic education provider we work closely with ***the Archdiocese of Birmingham and St John Bosco Catholic Academy*** with whom we may share the information you provide on this application form. The reason for this is to ***the Archdiocese of Birmingham and St John Bosco Catholic Academy*** to fulfil its role in supporting its schools and exercising the Bishop’s and Trustees’ responsibilities (including oversight of its provision).
3. The person responsible for data protection within our organisation is ***YOUR IG*** and you can contact them with any questions relating to our handling of your data.
4. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we will share the information you provide with ***St John Bosco Catholic Academy.***
5. To the extent that you have shared any special categories of personal data[[3]](#footnote-3) this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.
6. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by letter or email. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner’s Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above [ ]
* I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes [ ]  No [ ]

CONFIDENTIAL



REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless they are a “protected” convictions/cautions under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013 and 2020) and, therefore, not subject to disclosure.

**This means that you must disclose all spent and unspent convictions on this form other than those which are so “protected”. This may include driving offences but will not include youth cautions, reprimands or warnings. Please note that the rules on multiple convictions were changed in November 2020. If you are unsure about whether or not your conviction requires disclosure please review the Ministry of Justice guidance on the filtering of “protected” convictions and cautions which can be accessed on the** [**Ministry of Justice**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) **website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any disclosable criminal convictions and a referral to the Police may be made.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

**Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No: [ ]  Yes: [ ]

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?

No: [ ]  Yes: [ ]

If you have answered yes to the question above, please set out the following details below:

* Date of each conviction / pending hearing / reprimand / warning;
* The offence;
* The sentence; and
* The Police Force / Court involved.

**Declaration:** I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

**Request for Your Consent to Process Your Data**

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form.

**Important information regarding your consent**

1. We are ***Stuart Bathurst Catholic High School, part of St John Bosco Catholic Academy. The academy trust company is the data controller***.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with St John’s Catholic Academy and Birmingham Diocese with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is YOUR IG and you can contact them with any questions relating to our handling of your data.
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
5. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.
6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School’s data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.[[4]](#footnote-4)
7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.[[5]](#footnote-5)
8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.
9. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.
10. You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
11. If you fail to complete this form, we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.
12. To read about your individual rights you can refer to our fair processing notice and data protection policies.
13. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by letter or email. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

**Request for your consent**

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

* I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes [ ]  No [ ]
* Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above: [ ]
* I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above:

Yes [ ]  No [ ]

1. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-1)
2. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-2)
3. Article 9(1) GDPR sets out the special categories of personal data as follows: *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation….”* [↑](#footnote-ref-3)
4. See paragraph 2. [↑](#footnote-ref-4)
5. Ibid [↑](#footnote-ref-5)