Hartismere School
Castleton Way
Eye
Suffolk
IP23 7BL

office@hartismere.com
www.hartismere.com
01379 870315

Geoff Luxton BSc PGCE Headteacher

Sarah Gray BA MSt PGCE Headteacher

Non-Teaching Post Application Form

Please return this completed application to Mrs G Clay – PA to the Headteachers– clayg@hartismere.com or by post to the above address. The form can be typed or handwritten in black ink.
For information on how we process and share the personal data you disclose to us in this form, please see the Data Protection Notice at the end of this form.

Job Title	

PERSONAL DETAILS

Title *(Mr, Mrs, Ms)*		Date of Birth	
Forenames		National Insurance No	
Last Name		Home Tel.	
Address		Mobile Tel.	
		Work Tel.	
Postcode		Email	

CURRENT / MOST RECENT EMPLOYMENT

Name and address of current / most recent employer		Job Title	
		Current / latest salary	
		Weekly hours	
Date started in post		Date of leaving *(if relevant)*	
Notice required		Reason for leaving	

Main duties / responsibilities / achievements

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and activities, either paid or unpaid. These should be in date order, starting with the most recent.

From *mm/yy*	To *mm/yy*	Name of organisation and nature of business	Job title / role with brief indication of main duties and responsibilities	Reason for leaving

SECONDARY EDUCATION

Schools	From	To	Examination Results (subject, level and grade)	Date

FURTHER AND HIGHER EDUCATION

University, Polytechnic, College, etc	From	To	FT/PT	Qualification	Level	Main Subject

OTHER QUALIFICATION e.g. membership of professional bodies

INDUSTRIAL/COMMERCIAL EXPERIENCE AND SERVICE IN HM FORCES

Company or Establishment	Nature of business	Position held	FT/PT	From	To

PERSONAL INTERESTS

HOW YOU MEET THE REQUIREMENTS NEEDED FOR THIS POST

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the Job Description (if there is one). Also tell us about things you have been responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include other information about why you want the job and anything else you wish to say. (*Continue on a separate sheet if you need to*)

REFERENCES

Normally, references will be requested for all candidates invited for interview, unless you request us not to. This will not affect our decision to invite you for interview. However, references will need to be taken up if you are successful. One of your references should be your current or most recent employer. Friends / relatives are not acceptable references.

1.	Name		Job Title	
	Address		Telephone No	
			Mobile No	
	Postcode		Email	
2.	Name		Job Title	
	Address		Telephone No	
			Mobile No	
	Postcode		Email	

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

This post is a "regulated activity" and will therefore include a DBS barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the school's privacy notice as explained below.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you have lived and/or worked outside the UK in the last five years, the school must make any further checks it considers appropriate (in addition to the usual pre-employment checks).
We will base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you have spent in or out of the UK

Have you spent time living and/or working outside the UK in the last five years?

Yes ☐ **No** ☐

If yes, please give details, including countries and relevant dates:

Do you have the right to work in the UK?

Yes ☐ **No** ☐

If yes, please state on which basis:

- ☐ UK citizen
- ☐ EU settled status
- ☐ Skilled worker visa
- ☐ Graduate visa
- ☐ Youth mobility visa
- ☐ Other – please provide full details in the box below:

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.
By signing this application, you agree to provide such evidence when requested.

DECLARATION

To the best of my knowledge the information on this form is correct. I understand that canvassing of Governors, the Headteachers or other members of staff of the school, giving false information or omitting to give information could disqualify my application, or, if appointed, could lead to dismissal.

Signed: Date:

The school has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.
If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

DATA PROTECTION NOTICE

Throughout this form we ask for some personal information about you. We will only use this data in line with the Data Protection Act 2018 and UK GDPR and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it in order to comply with our legal obligations

The period for which we retain your data depends upon whether or not you are successfully appointed to the role:

- For unsuccessful candidates- we retain data for six months following the appointment of the successful candidate.
- For successful candidates- we retain applications forms, references, DBS information and other documents for the duration of the employment plus six years.

Further information on the data retention guidelines we use can be found here:
https://irms.org.uk/page/SchoolsToolkit

For more information on how we process the personal data of staff members, please see our **Privacy Notice** available on the school website: https://www.hartismere.com/24596/Hartismere-Family-Privacy-Notice

PLEASE GIVE DETAILS BELOW OF ANY RELATIVES OR STAFF EMPLOYED BY THE TRUST