**Privacy Notice**

**Who is collecting your data?**

The School is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the School only.

If we make an offer of employment, the School will provide a fully informed privacy notice to employees.

**Why are we collecting your data?**

* So we can process your application to the next stage
* Check and verify your identity
* Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
* For research, analysis and statistical purposes
* Meet our statutory obligations under the Equality Act 2010.

**What is being collected?**

The information you provide us with in this form is provided with your fully **informed consent.** This includes:

* Name and contacts details (phone number, email, address)
* Previous work history and experience
* Referee contact details (ensure you have asked for their consent to use this)

We also process special category data such as:

* Religion
* Ethnicity
* Disability Issues
* Criminal Conviction Information

This information will not be shared outside of the School until an application is successful.

**Do we share your data?**

Information on this application form and notes made during the interview process are not shared with a third party if an offer of employment is not made.

**Your rights.**

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters/>.

You may withdraw your consent for us to process your data at any point in the process prior to an acceptance of employment and we have 28 days to comply with the request.

**Retention**

Unsuccessful candidates application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant’s personnel file. This is kept in line with the School’s record retention schedule. This can be found on the School website.

**Signature –** I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.   
I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.

**By signing this notice, I explicitly consent for my personal information to be processed by the School in line with the recruitment process in relation to this application only. I understand I can withdraw my consent to use my personal information in this application at any point prior to accepting an employment offer.**

Signature: Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.

**Please complete in black ink**

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| **Job Application**    Job Reference Number:    Job Title:  Service/Location:  **Gosford Park Primary School** | | **Return Address:**    **SBM**  **Gosford Park Primary School**  **Humber Avenue**  **Coventry**  **CV1 2SF** |
| **Personal Details – Please complete this section in capital letters**  Title:  Mr/Mrs/Miss/Ms  Last name:………………………………………………………First Name(s)………………………………………………………..  Address:………………………………………………………………………………………………………………………………….. ……………………………………………………………………………………………………………………………………………..  Post Code:……………………………………………………………………………………………………………………………….  Home Telephone Number:……………………………………………Mobile Telephone Number:………………………………..  Other Contact Number:…………………………………………………………………………………………………………………  E-mail Address………………………………………………………………………………………………………………………….. | | |
| **Current Employment Status**    Employed                             Unemployed                                 Redeployee                                       New Deal | | |
| Are you eligible to work in the UK?            Yes                         No                     National Insurance Number: ………………………. | | |
| First Reference (Current or last employer):    Name and address:      Telephone No:    E-mail Address:  In what capacity do they know you? | Second Reference:    Name and address:      Telephone No:    E-mail Address:  In what capacity do they know you? | |
| If known by another name please state: | If known by another name please state: | |
| Can we take up references without contacting you beforehand?                              Yes                                      No | Can we take up references without contacting you beforehand?                              Yes                        No | |
| How many working days have you lost due to sickness absence over the last 2 years? | | |
| **Driving Licence – Only complete this if a driving licence is required for the job.**    Do you have a full current driving licence?     YES/NO  Do you have the use of a car?    YES/NO  What type of licence do you hold? (List entitlement/category codes)……………………………………………………………………… | | |

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| --- | --- | --- | --- | --- | --- |
| **Current or Last Occupation**  Name and address of current/last employer: | | | Job Title:  Date Appointed:  Notice Required:  Present or last Salary: | | |
| Other jobs in the past 10 years, the most recent first.  You should include paid, unpaid and voluntary work. | | | | | |
| Date from: | Date to: | Employer | Job Held | Salary/Grade | Reason for Leaving |
|  |  |  |  |  |  |

Educational/Training and Academic qualifications (only if relevant to the requirements on the Person Specification).  Please note that you will be required to bring original documents as proof of qualifications if selected for interview.

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| Date(s) | Level | School/College/University | Subject/Course Title | Result |
|  |  |  |  |  |

**Personal Statement**

Please give a personal statement in support of your application, with clear demonstration of how you meet the criteria on the person specification.  You can use experience/knowledge/skills and abilities gained through paid, unpaid or voluntary work etc to demonstrate how you meet the criteria.

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| .                       Please continue on a separate sheet if necessary. |

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| **Working Time Directive** **-** Are you intending to hold additional jobs?       YES/NO    If yes, please state the number of hours you will be working in other jobs in this box  This information is required to ensure we comply with Working Time Regulations. |

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| Are you related to any Councillors or employees of Coventry City Council?    YES/NO  If YES, please state name(s), relationship(s) and position(s) |

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| **Safer Recruitment Practice -** This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |

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| **Rehabilitation of Offenders and Criminal Records Disclosure –** Successful applicants for posts that are exempted from the provisions of the Rehabilitation of Offenders Act 1974 will require a criminal record disclosure.  Criminal records will be taken into account only when a conviction is relevant to the post you are applying for. |

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| **Disability –** The City Council welcomes applications from disabled people.  This means that the City Council is committed to interviewing all applicants with a disability who meet the minimum criteria for a job vacancy and to consider them on their abilities.  Do you consider yourself to have a disability that you would like us to be aware of at this stage of the application process?    YES/NO  Would you welcome the opportunity to discuss any reasonable adjustments you require either during the recruitment process or to enable you to do the job?   YES/NO |

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| **Data Protection Act 1988 –**The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months. |

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| **Signature –** I certify that to the best of my knowledge, the information given on this form is correct and true.  I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.  I also understand that the information I have provided may be subject to checking.  I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.    Signature:                                                                                                                                        Date:    Please note:  If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview.   If you are printing this form out and returning it by post, please sign in black ink before returning it. |



**Please complete in black ink**

**1) Equal Opportunities Monitoring Form Confidential**

Coventry City Council is committed to equal opportunities in employment and service delivery.  To help use do this, all applicants are required to complete this form.  This will not be given to the selection panel.

We will not discriminate on the grounds of age, disability or impairment, employment status, gender, gender reassignment, home address, marital status, nationality, national origin, race, religious belief, responsibility for dependents, sexual orientation or trade union membership.

If you require these forms in a different format, please contact the Recruitment Team.

**Tape Large Print E-mail Braille**

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| Job Ref:                                 Job Title: |

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| **Gender                                                                                                                        DD   MM   YYYY**  **Male 1                            Female 2                                           Date of Birth**  Please tick:                                                                                                                                                                      3  4     5  6    7  8  9  10 |

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| **Ethnic Group (These groups are from the 2001 National Census)** | | |
| 1)                    1) Choose one section from a) to e).    2) Then select the box that best describes your cultural or ethnic background.    3) If you select the last box within any category, please detail your ethnicity in the space provided underneath. | **a)  White**    British                                                             11    Irish                                                                12    Any other white background                          13    Please state | **b)  Mixed**    White and Black Caribbean                          14    White and Black African                               15    White and Asian               16    Any other mixed background.                      17  Please state |
| **2)**                   **c)  Asian or Asian British**    Indian                                                                 18    Pakistani                                                            19    Bangladeshi                           20    Any other Asian background.                            21  Please state. | **d)  Black or Black British**    Caribbean                                                      22    African                                                           23    Any other black background.                         24  Please state. | **e)  Chinese or other ethnic group**    Chinese                                                        25    Any other                                                     26  Please state**.** |

**2)  Disability Discrimination Act 1995**

The Council is required by the government to record numbers of applicants protected by the Disability Discrimination Act 1995.  This information is also important in monitoring the success of Council policies and initiatives that aim to attract more applications from people with disabilities.

* The Disability Discrimination Act 1995 protects people who:

-   have an impairment

-   are disabled

-   have long-term health conditions

This is providing that this has a "substantial and long term\* adverse effect on a person's ability to carry out normal day-to-day activities".

\*  Long term is defined as 12 months or longer (or, if the condition is a new one, the expectation that it will be 12 months or longer).

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| **Disability Discrimination Act**  Do you think that you have a disability in accordance with the terms of the Disability Discrimination Act 1995?  Yes                27        No                28 |

**Equal Opportunities Monitoring Form                         Confidential**

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| **Media:** Where did you find out about this vacancy?    School/College/CareersService    Job Centre                                                                                        30    Advertisement \*    Casual Enquiry                                                                                  32    Information from existing employee    \*  Please specify where the advert was seen | Job Opportunities Circular                                                              34    Website                                                                                           35    Recruitment Event                                                                          36    Open Day                                                                                       37 |

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| **Data Protection Act 1998 -** The personal data that you provide will be used in connection with your application for vacancies at the Council. Your information will be shared with the Recruitment Panel and will be used for research, analysis and statistical purposes and it may also be used to meet our statutory obligations under the Disability Discrimination Act 1995. Unsuccessful candidates application forms will be destroyed after 6 months.    I agree to the processing of the information that I have provided.    **Signature:                                                                                                                 Date:** |

**Helpful reminder for when you are completing your application form**

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| --- | --- |
| **Action** | **✓** |
| 1.  Have you completed the form in black ink/type?  2.  Have you completed the form in full?  3.  Have you asked someone to check your form for errors?  4.  Have you **demonstrated** with **examples** of how you meet the criteria asked for at the application form stage?  5.  If you are posting your form have you checked that you have the correct postage? |  |