**RECRUITMENT PRIVACY NOTICE**

**ESTABLISHMENT: MANDALE MILL PRIMARY SCHOOL**

**Statement**

As a **maintained school** we are registered as joint Data Controllers with Stockton-on-Tees Borough Council and we collect and use information personal to you in accordance with data protection legislation.

This document outlines what you can expect from us when you apply for work with us and provide us with your personal information. It makes you aware of how and why your personal information will be processed for the purposes of recruitment. The term processing covers virtually everything that can be done with your personal information, including collection, recording, storage, disclosure, erasure and destruction.

1. **Why are we asking for your information and how will we use the information about you?**

The School will seek to ensure that the right candidate is appointed for each post and applications are treated in a fair and consistent manner. The School has a legitimate interest in processing personal information from job applicants as this allows us to manage the recruitment process and evaluate a candidate’s suitability for employment. It also allows us to take steps to potentially enter into a contract with a successful applicant when we decide to whom to offer a job. It further allows us to ensure that we are complying with our legal obligations. For example, to check a successful applicant’s eligibility to work in the UK before employment starts. We may also need to process personal information from job applicants to respond to and defend legal claims. These are the legal conditions that we are relying upon to process your personal information.

We will process your personal information to:

1. Assess your skills, qualifications, and suitability for the role.
2. Communicate with you about the recruitment process.
3. Check you have the necessary permission to work in the UK.
4. Carry out appropriate background checks, including references and DBS checks.
5. Comply with legal and regulatory requirements.
6. Access funding from third parties i.e. Apprentices.

Having received your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If we decide your application is strong enough to invite you for an interview we will then take up references on all shortlisted candidates. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then confirm qualifications, undertake Employer’s Right to Work checks, medical clearances, professional body registration, criminal record and other disclosure checks if applicable, before confirming your appointment.

1. **Who will use your information?**

Your personal information will be shared internally for the purposes of recruitment on a ‘need to know’ basis, including with members of the school’s recruiting panel, the Borough Council HR and Payroll Services.

Job offers are conditional on receiving satisfactory pre-employment checks. When a conditional job offer is made and accepted, some of your personal information will be shared with:

* Referees provided by you on your application form.
* Disclosure and Barring service to obtain necessary criminal records checks.
* Occupational Health for pre-employment health screening.
* PS Administration Ltd who are the administrators of the Local Government Pension Scheme, and The Teachers’ Pension Scheme, for the purpose of auto-enrolment into the pension scheme.

We require all of our third-party service providers to take appropriate security measures to protect your personal information and to only process your personal information for specified purposes. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes.

1. **What personal information do we hold about you?**

You proactively provide us with your personal information when you apply for a job at the School. If your application progresses to the next stage, we will collect further information as part of the recruitment process, for example during interviewing. We also may obtain personal information about you from third parties, such as your references and background check providers.

The main categories of personal information which we process for the purposes of recruitment are set out below:

* Your name, address, date of birth, and contact details, including email address and telephone number.
* Details of your qualifications, skills, experience, employment history, other relevant experience and achievements.
* National insurance number.
* Information about your current level of pay/salary.
* Details of membership of any professional/technical bodies.
* Any conditions/restrictions relating to fitness to practice by a regulatory or licensing body; and Disqualification under the Childcare Act.
* Information about driving ability if a post requires a specific type of licence.
* Disclosure information by way of a Disclosure and Barring Service (DBS) check.
* Documentary evidence showing you are entitled to work in the UK.
* Employment references.
* Any information you provide to us during the interview together with the outcome and results of any interviews, assessments or tests which formed part of the recruitment process.
* Information providing you with the outcome of an interview selection process, including correspondence and any feedback given.
* If you are related to a member of the governing body, a member of staff or a pupil to ensure that you are neither disadvantaged nor favoured in your application.
* Original qualification certificates in accordance with the essential/desirable criteria required for the post.
* NQT and induction certification for Teaching positions

We may also process “special categories” of more sensitive personal information in the following ways:

* Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process. We may also use this information to take positive action in terms of undertaking to interview any applicant who declares a disability and who meets the essential (minimum) criteria for the job.

* Pre-employment health checks by Stockton Borough Council’s occupational health advisor to identify any health issues that may require support, and/or to assess whether there are any statutory and legal reasons why an individual may not carry out particular work.
* We will process information about your criminal convictions history if we would like to offer you a role where we are entitled or required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

1. **How long will we keep your personal information?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether or not to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not unlawfully discriminated against candidates and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If you accept an offer of employment by us, any relevant personal information collected during your pre-employment period will become part of your personnel record and will be processed in accordance with the School’s Employee Privacy Notice.

1. **How can you access or correct your personal information?**

You have the right to request the following in relation to the personal information we hold. Subject to some legal exceptions, you have the right:

* to access and obtain a copy of your personal information on request;
* to have any inaccuracies or incomplete information corrected;
* to have your personal information erased (also known as the right to be forgotten);
* to place a restriction on our processing of your personal information;
* to object to the processing of your personal information ;
* to request a copy of your personal information in a commonly used format so that it can be given to someone-else (data portability).
* If you would to like to exercise any of the rights outlined above please contact the Headteacher or the school’s Data Protection Officer using the subject access request available on our website.

If you would like further information, about your rights to your information, please visit the Information Commissioner’s Office website.

In the limited circumstances where you may have given your consent for us to use your personal information and wish to withdraw this consent please contact the Headteacher or the schools designated Data Protection Officer, details of which are available on our website.

1. **Is your personal information processed overseas?**

Your information will not processed outside the European Union.

1. **Automated decision-making**

Automated decision making takes place where an electronic system uses personal information to make a decision without human intervention. We do not take any decisions about you during the recruitment process using automated means.

1. **What security measures are in place to protect your personal information?**

The school takes the security of your personal information seriously and has internal policies and controls in place to ensure that your personal information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and council services in the proper performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so

1. **What happens if I don’t provide you with my personal information?**

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully.

**Candidates Guide for Completion of the Application Form**

Please read the following before completing your application form

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| **General** |
| Your application will be assessed against the criteria listed on the person specification.   * We do not accept CVs as part of your application; you must complete the application form * An invitation for interview is based on the information provided in the application form so make sure all sections are completed clearly and as fully as possible. * Make sure your application relates to the person specification where provided * If you run out of space you may use additional pages unless stipulated elsewhere. Do not personalise any supplementary sheets i.e. name * Make sure your application form is returned by the closing date. * If you have not heard from the school within 30 days you should presume you have been unsuccessful for the position. * Keep a copy of your application; it will be useful to refer to for preparation if you are called for interview.   If you have a disability that prevents you from completing the application form please contact the school in the first instance.  Current legislation means that you will be required to provide documentary evidence for example National Insurance Number; showing that you are entitled to work in the United Kingdom. If you are short listed you will be asked to provide this at your interview. |

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| **Education/Education Courses** |
| In providing this detail applicants must be prepared to produce evidence of qualifications that are essential to the post.  Do not attach certificates to the application form as evidence will be requested if you are successful.  Any Education courses that are listed should be relevant to the position. |

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| **Employment History/Gaps in Employment** |
| Please state in chronological order all of your previous jobs/teaching positions the dates, the name of the school/employer and if a teacher provide the size, type and age range taught, post and salary details and the name of your current or last employer/school.  You must provide the details of any gaps in your employment history to satisfy safeguarding requirements |

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| **References** |
| Please complete this section fully and clearly. This is important contact information.  Referees must be able to produce information about your suitability for the post. References provided by relatives, friends or people with whom you live are not acceptable.  You will need to provide the names of **two referees**. One referee must be your current or most recent employer. The second referee should be a previous employer or someone who can give information about you that is relevant to the job. If you are a school or college leaver please give the name of your Headteacher or tutor. Alternatively if you have had other part time work the person you worked for may be prepared to act as referee.  It is advisable to contact your referees at an early stage to let them know that you wish to give their name and ensure that they are willing to act as a referee.  If you are short listed, contact will be made with the referees you supply on the application form. If, however, you prefer that we should not contact a referee prior to interview, please say so on the application form.  Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references. |
| **Declaration** |
| You must sign and date your application after completing all the declaration sections in full.  We also need to know if you are related to anyone within the school, a member of the Trust, Governing Body or an employee or pupil. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass any Trustee, Governor, or member of staff of this school to gain employment. This will disqualify your application. |

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**APPLICATION FOR APPOINTMENT AT:**

**MANDALE MILL PRIMARY SCHOOL**

**Applicants are required to complete ALL parts of this form**

Please refer to the candidates guide for completion of this application form

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| **Application for the post of:**  **Are you applying for this post on a Job Share basis? YES ☐ NO ☐** |

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| --- | --- |
| **Surname(s) (Block Capitals)** | **Initials:** |
| **Permanent address**  **Email:**  **Contacts Numbers:**  **Home: Work:**  **Mobile:** | **TEACHERS:**  Department for Education (DfE) Teachers’ Reference Number: |
| **ALL APPLICANTS:**  National Insurance Number: |
| **DISCLOSURE AND BARRING SERVICE (DBS)**  **Certificate Number:**  **Date of Certificate:** |
| **Address for correspondence (if different from permanent address)** | **When could you commence duties if appointed?** |
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| --- | --- | --- | --- |
| **Current Post (or last employment where applicable)** | | | |
| **Designation of Post:**  **Full or Part Time:** |  | **Present or last**  **Salary** |  |
| **Name and Address**  **of Employer** |  | **Salary Scale and**  **Point on Scale** |  |
| **Date Appointed** |  |
| **If a school, please provide no. on roll, type and age** **range** |  | **Notice Required** |  |

**EDUCATION**

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| --- | --- | --- | --- |
| **Education (Applicants should be prepared to produce evidence of qualifications held)** | | | |
| Give details (including dates) of Secondary Schools, Colleges and Universities attended and particulars (including dates) of Qualifications obtained including: -  a) School Leaving Examinations/A Levels/GCSE/CSE/NVQ’s etc. and awarding body  **Teachers**:  b) Teaching Certificate or Post-Graduate Certificate/Diploma (state course pursued and main  subjects)  c) Degree (state whether Pass or Honours and give Class, Division and subjects, making clear  which are main and subsidiary)  d) Date of Statutory Induction Period    e) Any other certificates or diplomas: | | | |
| **Dates** | | **Name of Course and Secondary School/College/University Attended** | **Qualifications obtained** |
| **From** | **To** |
|  |  |  |  |

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| **Education Courses** Give details of courses attended; please include dates, nature, and duration (full or part time) and name of organising body. |
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| **Membership of Professional / Technical Bodies** | | |
|  | Date(s) | Grade(s) |

**EMPLOYMENT HISTORY**

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| --- | --- | --- | --- | --- |
| **Please list Employment History in Chronological order.** | | | | |
| Dates | | Name of School/Employer.  If a Teacher in a school **please provide size, type and age range taught** | Post and Salary Scale  (State whether full or part time) | Employer/LA |
| From | To |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Please use the space below to provide details of any gaps in the Employment History above** | | | | |
| Dates | | Details | Reason |  |
| From | To |
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**REFEREES**

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| --- | --- | --- |
| **Names and Addresses of Two Referees**  State position, status, names and addresses of two independent referees who can be asked for information about you. One of the referees **must** be your current or most recent employer. (Please refer to the guidance notes for further information on referees)   |  |  | | --- | --- | | 1.  Name:  Position:  Address:  Post Code:  Tel No.:  E-mail address:  **Can this referee be contacted prior to interview? YES/NO** | 2.  Name:  Position:  Address:  Post Code:  Tel No.:  E-mail address:  **Can this referee be contacted prior to interview? YES/NO** |   **Please note that an offer of appointment is conditional upon receipt of a least two satisfactory references** |

**DISCLOSURE INFORMATION**

Do you hold a DBS Certificate? **YES ☐ NO ☐**

Have you subscribed to the update service? **YES ☐ NO ☐**

Please indicated level of check **Standard ☐ Enhanced ☐ Enhanced with barred list check ☐**

Please indicate workforce to which it applies **Child ☐ Adult ☐ Child and Adult ☐ Other ☐**

Have you worked or lived abroad for a period of 12 months or more in the previous 10 years? **Yes ☐ No ☐**

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

Do you hold a DBS Certificate? \***YES NO **

Have you subscribed to the update service? \***YES  NO **

If yes:

Please indicated level of check **\*Standard  or Enhanced **

Please indicate workforce to which it applies **\*Child  Adult  Child and Adult  Other **

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| **Additional Information** |
| (Please add details of any special interest and experience which may be relevant to this application e.g. in art, drama, physical activity and music, and briefly explain why you feel you are suitable for this job. |

**DECLARATION**

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| **Prohibition of Teachers, Directions, Sanctions and Restrictions** |
| Have you ever been prohibited from teaching, received a direction, sanction or restriction by the Secretary of State?  ☐ Yes ☐ No  Have you ever had restrictions imposed by any of the European Economic Area Countries ☐ Yes ☐ No |

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| **Disqualification from Caring for Children Regulations (DCCR) 2002** |
| Have you ever been disqualified under Disqualification from Caring for Children Regulations 2002? ☐ Yes ☐ No |

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| **Eligibility to Work in the United Kingdom** |
| To ensure this school complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006  Are there any restrictions regarding your right to work in the UK? ☐ Yes ☐ No  If yes, please provide details on a separate sheet and attach it to this application |

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| **Data Protection Information** |
| The personal information supplied by you on this application form will be processed in accordance with data protection legislation and used only to consider your application for employment with this school.  If you are shortlisted, contact will be made with the referees you supply on the application form and a confidential reference will be sought from them.  The information you supply on the Recruitment Equality Monitoring Form will be used for those purposes stated only and will be retained in an anonymised form so that it cannot be linked to individual applicants. The information you supply will be retained only as long as necessary for the purposes of recruitment and monitoring.  For further information, please see our privacy notice for job applicants ***{provide a link here to your own Privacy Notice}*** |

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| **Relationships** |
| If you are related to anyone on the Board of Trustees, Governing Body, a member of staff or a pupil, please state below and the relationship. (This does not prevent such persons from giving as a reference a written testimonial of your ability, experience or character, for submission to the School with your application for employment).  **Name: Position: Relationship:** |

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| **Declaration**:  I hereby apply for employment with School. To the best of my knowledge all the particulars I have given are true. I understand that the deliberate provision of false information may disqualify me from employment or render me liable to instant dismissal if coming to light after my employment. I also understand that canvassing of anyone on the Board of Trustees, Governing Body or a member of staff whether done directly or indirectly, will result in this application being disqualified.  **Name:** **Date:** |
| Please return the form by *email or as stipulated on our advert*.  If you are not called for interview within 30 days of the closing date please assume that you have been unsuccessful in your application. |

**Recruitment Equality Monitoring Form**

For Office use only

Please complete this form and return it with your completed application form.

**THIS PAGE WILL BE REMOVED PRIOR TO THE SELECTION PROCESS**

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| Title: |  | Full Name: |  |
| Date of Birth: |  | Age: |  |

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| **Ethnic Origin**: (Please indicate your ethnic origin)  ☐ If you prefer not to say please tick |  | **Gender:** ☐ Man ☐ Woman ☐ Intersex ☐ Non-binary  ☐ Prefer not to say | | |
| White:  ☐ English/Welsh/Scottish/Northern Irish/ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background, please specify:  ☐ Prefer not to say |  |  | | |
| Are you married or in a civil partnership | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | |  |
| Black / African / Caribbean / Black British:  ☐ Caribbean  ☐ African  ☐ Any other Black / African / Caribbean background, please specify: |  |  | | |
| **AGE**  16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐ | | |
|  | | |
| Asian / Asian British:  ☐ Indian  ☐ Pakistani  ☐ Bangladeshi  ☐ Chinese  ☐ Prefer not to say  ☐ Any other Asian background, please specify: |  | Where did you see this post advertised? | | |
| **The following questions are optional:** | | |
| **Sexual Orientation (Please mark one box only)**  **☐** Bisexual  ☐ Heterosexual/Straight  ☐ Gay/Lesbian  ☐ Prefer not to say | | |
| Other ethnic groups:  ☐ Arab  ☐ Any other ethnic background, please specify: |  |  | | |
| **What is your current working pattern?**  Full-time ☐ Part-time ☐  Prefer not to say ☐ | | |
| Mixed/multiple ethnic groups:  ☐ White and Black Caribbean  ☐ White and Black African  ☐ White and Asian  ☐ Any other mixed/multiple ethnic background, please specify: |  |  | | |
| Religion & Belief (Please mark one box only) | | |
| ☐ Buddhist  ☐ Hindu  ☐ Muslim  ☐ Christian  ☐ Jewish | ☐ Sikh  ☐ Other  ☐ None  ☐ Prefer not to say | |
| Country of Birth:  Nationality: |  |  |  | |

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| **Disability** |
| We are positive about disability and welcome applications from disabled people. Please answer the question below on disability which we include to establish whether we need to make adjustments to enable you to take part in the selection process; take positive action in supporting employment for disabled people; establish whether you will be able to carry out a function that is intrinsic to the work concerned and/or establish that you have a disability where this is an occupational requirement (Section 60 of the Equality Act 2010 refers.) As a Disability Symbol User, the school undertakes to interview any applicant who declares a disability as detailed on the Application for Employment and who meets the essential (minimum) criteria for the Job.  **Do you consider yourself to be a person with a disability as described by the Equality Act 2010?**  ☒ Yes ☐ No |

**Policy Statement on the Recruitment of Ex-offenders**

This school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

DBS checks will form part of the recruitment process and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to a \*designated person within the school and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The designated person in this school is:

* \*The Head Teacher
* \*School Bursar/Manager
* \*School Clerk
* \*Chair of Governors
* \*Nominated Lead for Safeguarding on selection panel

(\*School to delete as appropriate)

Unless the nature of the position allows the school to ask questions about your entire criminal record, only questions about ‘unspent’ convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

The school will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The school will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. Advice will also be sought from the schools HR Advisory Service where appropriate.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.